

**Transcript Release Form for CURRENT MSA STUDENTS**

Allow 3 weeks for the transcripts to be sent.

- 1) Print out form AND Fill out form COMPLETELY
- 2) Mail the form to: **Mt Sophia Academy**  
**P.O. Box 9925,**  
**Newark, DE 19714-5025**

I authorize Mount Sophia Academy to release my academic information (as indicated below)

\_\_\_\_\_

Today's Date                      Student Name                      Signature of Student

\_\_\_\_\_

Date Transcript needed\*\*

*\*\*If you require a **rush transcript** (less than 3 weeks) please include a **\$10 check** to Mount Sophia Academy **AND** email the office at [mtsophiahs@yahoo.com](mailto:mtsophiahs@yahoo.com) to let us know that you are sending the request*

Name of College/Institution/Employer where transcript is to be sent	Any other forms that need to be sent? (If <b>YES please specify</b> )	Does the school counselor need to send a reference letter (yes or no)	How is the information to be sent? (email, regular mail, or other, for examples: Common App, SendEDU, etc..)	Address to be used for (either COMPLETE physical address or email address) Note: this does not have to be filled out if you are using sites such as the Common App_