



Academic Records Release Request Form

A. For Applicants: This form is to give authorization for the release of your academic records for the student below by the parent or guardian of the student from My Schoolhouse to the forwarding academic institution. You are responsible for contacting your academic institution directly.

- 1) Complete the top part of this form.
- 2) Submit this form to the registrar/controller of examinations or other authorized official where you obtained your credential(s).
- 3) Print additional copies of this form as necessary.

MSH Reference		
Student Last/Family Name	Student First/Given Name	
Parent/Guardian Full Name	Date of Birth (/mm/dd/yyyy)	Parent E-mail
Forwarding Institution Name	County	Dates Attended From _____ To _____ (mm/yyyy) (mm/yyyy)
Program Name (if applicable)	Parent Phone:	Student Phone (if applicable)
Student ID or Roll Number at sending institution (if applicable)		

I hereby authorize the release of academic records from previous institution to My Schoolhouse, LLC.

Parent/Guardian signature: _____ Date: _____

B. For Authorized Officials: The person named above requests that their academic records be released to My Schoolhouse, LLC. services. His or her records/statement of marks should show all subjects completed and all grades/marks awarded for all years of study.

- 1) Please complete this form.
- 2) Place this form and academic record(s) in an envelope.
- 3) Sign and seal the envelope across the back flap.

Institution Name:	
Program obtained: (if applicable)	
Name of Official Completing Form: (please print or type)	Title:
Telephone:	Email:

Authorized signature and seal: _____ Date: _____

Yes. The applicant's academic records are attached to this form.

Please send this form and academic records directly to MSH at the address below:

MSH Reference No. _____
 My Schoolhouse, LLC
 10307 Southern Blvd.
 Royal Palm Beach, FL 33411
 (561) 559-5577
 Fax: (561) 623-7935
 Email: Learn@MySchoolhouseTutoring.com

Document Submission Checklist

Please use this checklist as a guide to ensure that the documents meet MSH requirements. Documents not received as specified will delay your credential evaluation.

BEFORE Sending Your Documents:

- Make sure that your transcripts are complete. Transcripts must show: all subjects taken, grades received for each subject, and for each year you were in the program.
- Make sure that academic records include the correct spelling of your name. The MSH evaluation will indicate the name and date of birth shown on your academic records.
- Make sure that all documents that are sent to MSH are clear and legible.

WHEN Sending Your Documents:

- Make sure that your transcripts are placed in an envelope that is signed and sealed across the back flap by the institution preparing the documents.
- Send only academic records issued by recognized academic institutions. MSH does not evaluate occupational or trade qualifications.

Please Do NOT Send:

- Personal photocopies of transcripts.
- Original documents, unless specifically requested by MSH.
- Documentation regarding non-formal training or work experience.