

TRANSCRIPT REQUEST LETTER

Dear _____,
(high school guidance counselor)

Please send a copy of my transcript, a copy of my most current quarter grades, standardized test scores, and any other relevant information to the Upward Bound Program at UW-La Crosse as part of my application to that program. The records, to be used by the Upward Bound staff to determine my eligibility and help me with my school work, are requested and will be held in compliance with the Student Rights Act of 1975.

My test scores and any other relevant data from participation in the Upward Bound Program will, in turn, be sent to you for use you deem best.

In addition, please accept this letter as our permission for my school to send grades and other academic records as requested by Upward Bound during my participation in the program and after I leave the program as needed by Upward Bound for follow-up studies required by the U.S. Department of Education.

(student signature)

(parent/guardian signature)