



EXCELLENCE  
TODAY  
FOR TOMORROW

**Penncrest High School**  
134 Barren Road  
Media, Pennsylvania 19063  
Telephone 610-627-6200  
www.rtmsd.org

Eleanor DiMarino-Linnen, PhD  
Superintendent

Ralph Harrison  
Principal

**Guidance Department**

**Phone: 610-627-6210**

**PENNCREST GRADUATE STUDENT  
REQUEST FOR RELEASE OF RECORDS**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle (Maiden): \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Date of Graduation: \_\_\_\_\_ or Withdrawal Date: \_\_\_\_\_

Current Contact Telephone Number: \_\_\_\_\_

**Institution(s) Requesting Records:**

Name \_\_\_\_\_

Street Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Name \_\_\_\_\_

Street Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Name \_\_\_\_\_

Street Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

I authorize the release of the official transcript (signed/school seal) to include:  
final grades, GPA, and class rank

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Date

Date Record Sent: \_\_\_\_\_

Paid: \_\_\_\_\_

Fee: \$2.00 per copy. Cash or Checks/Money Orders accepted. All checks should be made **payable to Rose Tree Media School District or RTMSD**. Turnaround time is usually between 24-48 hours of receipt of the letter of request.