

Transcript Email Request

The Olathe Public Schools contracts with Xello to send all transcripts electronically to collegiate institutions. These transcripts are encrypted, ensuring the highest level of security so that any personal student information is not compromised. Transcripts requested through Xello are usually processed within five business days.

From time to time, a student or parent may want a transcript to be sent through email for faster processing. All transcript email requests must be accompanied by this form.

Student Name:

Student Olathe ID Number:

Email address to send transcript:

Student or parent email address (to send confirmation):

Date requested:

I understand that email is not an encrypted source for sending student records and email communications involve the following risks for which Olathe Public Schools is not responsible: 1) emails may be intercepted and disclosed while sent over a network, 2) emails may be viewed by individuals other than the sender or intended recipient who may have access to the email account or computer where the email is stored and 3) emails may be sent to an incorrect email address.

Your signature on this form indicates your understanding of these risks and your consent to send confidential information via email.

_____	_____	_____
Student Signature (if 18 years old)	Parent (for minor student)	Date

For office use:

Date request received: _____

Date sent: _____