

HIGH SCHOOL TRANSCRIPT/CONSENT FOR RECORD RELEASE

1. You must complete this form in order to have your official transcript sent to any college, company, agency or individual.
2. A parent's signature is required if you are under the age of 18.
3. If you wish to meet with your counselor for assistance (college application forms, scholarship applications, etc.) please be sure to schedule an appointment and bring this form, along with any other documents or materials necessary to that appointment.
4. If you need your counselor to write a recommendation letter or to complete a college rating sheet to be included with your transcript and other materials, bring a copy of your resume with you to your appointment. Generally speaking, only private colleges or scholarships require such recommendations. Read all documents and materials carefully before your appointment with your counselor.
5. NOTE: All SAT and ACT scores are part of the high school transcript.

----- PLEASE PRINT -----

Name: _____
FIRST LAST MAIDEN

Year of Graduation _____ Birthdate _____ Phone Number (____) _____

I am the parent/legal guardian of the above-named student whose age is _____

You are authorized to release a copy of the high school records to the following:

- _____ A. Blanket Permission (X here if you wish to release transcripts to any parties that you request now and in the future)
- _____ B. I applied on-line
- _____ C. Send electronically
- _____ D. Send transcript specifically to:

Name of college, company, agency or individual Address City, State, Zip Code

Name of college, company, agency or individual Address City, State, Zip Code

Name of college, company, agency or individual Address City, State, Zip Code

Student signature if student is 18 or older _____
Typing your name here electronically signs this form Date

Parent/legal guardian signature if student is under 18 _____
Typing your name electronically signs this form Date

Normandy High School Attn: Records 2500 West Pleasant Valley Road Parma, Ohio 44134 nhstranscripts@parmacityschools.org	Parma Senior High School Attn: Records 6285 West 54 th Street Parma, Ohio 44129 pshstranscripts@parmacityschools.org	Valley Forge High School Attn: Records 9999 Independence Boulevard Parma Heights, Ohio 44130 vftranscripts@parmacityschools.org
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