

ASHLAND HIGH SCHOOL
1440 King Road
Ashland, OH 44805
Guidance Department

REQUEST FOR CONSENT TO RELEASE TRANSCRIPT
TO COLLEGE, UNIVERSITY, OR SELF

Dear Parent (Student):

If your child applies for admission to an undergraduate college or university, we will be requested by that institution to furnish a transcript of your child's high school record, consisting of a record of class grades, ranking in class, attendance records, and scores on standardized achievement tests. In compliance with Public Law 93-100, we are required to obtain your written permission prior to complying with that request, and to provide you with a copy of the transcript at your request.

In order to forward a transcript as soon as possible after we receive a request, we are providing this form to enable you to consent in advance to the release of the transcript to the requesting college or university. Please understand that you will not be notified whenever a request is received. However, if a college or university requests information other than that specifically listed above, we will contact you in order to obtain your written consent to the release of that information.

Please sign the attached form and return it to my office with a \$3.00 processing fee for each official transcript requested.

Thank you,

Ashland High School Guidance Office

I hereby consent to the release by the school system of a copy of the transcript of _____ to the following colleges and/or universities:

Name under which you attended AHS _____

Current address _____

Graduation year _____ Phone _____

Date Parent/Student