

CHATHAM HIGH SCHOOL RELEASE FORM

TO: SCHOOL COUNSELING OFFICE

DATE: _____

I hereby give my permission for the School Counseling Office of Chatham High School to send official school records (including courses, grades, credits, grade point average, and honors) and references for my son/daughter _____ to the colleges and universities he/she designates. **I understand that this information will be released only when my son/daughter completes the school's Transcript Request form (available in the School Counseling Office) and that it is my child's responsibility to have any required college admission test scores sent directly from the testing agency.**

Parent Signature

In the event that your college/university requires a secondary school report (also called Counselor's Report), please understand that your counselor will be substituting the document found on the reverse side of the page. Please authorize the general release of such forms as required by completing and signing the Privacy Notice.

IMPORTANT PRIVACY NOTICE: Under the terms of the Family Educational Rights and Privacy Act (FERPA), after you matriculate you **will** have access to this form and all other recommendations and supporting documents submitted by you and on your behalf after matriculating, unless at least one of the following is true:

1. The institution does not save recommendations post-matriculation (see list at www.commonapp.org/FERPA).
2. You waive your right to access below, regardless of the institution to which it is sent:

Yes, I do waive my right to access, and I understand I will never see this form or any other recommendations submitted by me or on my behalf.

No, I do *not* waive my right to access, and I may someday choose to see this form and any other recommendations or supporting documents submitted by me or on my behalf to the institution at which I'm enrolling, if that institution saves them after I matriculate.

Student Signature

Parent/Guardian

Signature

Please return this form to the School Counseling Office.