

# NATHAN HALE HIGH SCHOOL

## REQUEST FOR RELEASE OF RECORDS

STUDENT NAME \_\_\_\_\_ BIRTHDATE \_\_\_\_\_

1. Please send a copy of my transcript, including grades, attendance, and class rank, to the following:

<u>College/University or Organization</u>	<u>Date(s) Mailed</u> <i>(For SSS Office Use Only)</i>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

2. Please include a copy of the following test scores on my transcript: (Please note: test scores do not need to be included if you requested that they be sent to the college/university when you registered for the test. We will not include your test scores unless you request us to add them.)

ACT \_\_\_\_\_ Test date(s) \_\_\_\_\_ SAT \_\_\_\_\_ Test date(s) \_\_\_\_\_ PSAT \_\_\_\_\_

3. If you have an Individual Education Plan (IEP), would you like that to be noted on your application? Yes \_\_\_ No \_\_\_

Please deliver the following items to the Student Support Services office to process your college/scholarship application(s).

1. This release form, signed by you and a parent, if you are under 18.
2. The completed application (or the counselor section of the online application), signed by you and a parent, if you are under 18.
3. A check or money order payable to the college or university for the application fee if not paid online.
4. If recommendation letters are required we recommend that you read, "Tips for receiving quality letters of recommendation" located in the Student Support Services office.
  - a. Use the "Recommendation Request Form" and ask at least 2-3 weeks in advance.
  - b. Ask the teacher to return the recommendation to the Student Support Services secretary.
5. Inform the Student Support Services secretary if a recommendation letter or any other information needs to be attached to the application.

**ONCE YOU HAVE DECIDED WHICH SCHOOL YOU PLAN TO ATTEND IT IS MANDATORY THAT YOU NOTIFY THE STUDENT SUPPORT SERVICES SECRETARY REGARDING WHERE TO SEND YOUR FINAL TRANSCRIPT. THIS IS A REQUIREMENT FOR ALL POST-SECONDARY SCHOOLS AND IS YOUR RESPONSIBILITY.**

*I have read and understand the "Request for Release of Records" form.*

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

(Required for students under 18 years of age)