OFFICIAL TRANSCRIPT RELEASE FORM
(Juniors & Seniors)

Date:__________________  Student ID #:______________________

Student Name:_________________________________  Grade:______

By signing this release, I grant Plainfield East High School authority to release my child’s official transcripts to those colleges and universities to which he or she is applying in order for my child’s application to be processed accordingly. Please release my child’s official transcript to:

THE APPROPRIATE DESIGNATED OFFICIALS AT ANY AND ALL COLLEGES AND UNIVERSITIES REQUESTED.

I understand that under relevant state and federal laws, I have the right to inspect and copy these records; challenge the contents of these records; and limit any consent to designated records or designated portions of information within the records. Please indicate below with your initials whether you authorize and give consent for Plainfield High East School to include standardized test scores on your child’s official transcript.

YES _____  NO_____

Student’s Signature: ____________________________________________

Parent/Guardian’s Signature: ______________________________________

This consent is valid until student turns 18 or parent instructs otherwise.

FOR PEHS OFFICE USE ONLY:

Student Services Secretary:
Naviance/Parent Consent Updated: By: ________  Date: _____________
eSchool/Trans Scores Print Approval:  By: ________  Date: ___________
(Then give form to Registrar.)

Registrar:
eSchool/Test Scores Added (ACT/SAT):  By: ________  Date: __________
Naviance/Uploaded Updated Transcript: By: ________  Date: __________   (Registrar keeps form.)

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