**PERMISSION TO TRANSMIT STUDENT RECORDS**

As part of the college application process, students are required to have their high school records (commonly referred to as the transcript) sent directly from the high school to every college or university to which the student applies. Strath Haven High School charges four dollars ($4.00) for each transcript request beyond the first four. **Requests must be made 4 weeks in advance of the date needed**. Students are responsible for sending their own test scores.

A Strath Haven High School transcript typically consists of:

Page 1 Official record (name, address, birth date, grade level, courses taken and grades

earned, courses now in progress, grade point average, and attendance history).

Page 2 Activities sheet (optional) provided by the student (verified and signed by the

Counselor). Template on guidance tab of SHHS website under “Forms and Documents”.

Page 3-4 Strath Haven High School profile.

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**Student Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Please print)**

**No high school transcript will be sent from SHHS unless the signed consent form below is on file with the guidance secretary in the counseling center.** Your signature below signifies your permission to send your child’s transcript and additional information as requested, such as the secondary school form.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Parent/Guardian, or 18 year old student Date

**Letter of Recommendation Waiver**: (to be completed by the student)

\_\_\_\_\_\_\_\_\_ Yes, I do waive my right to access and I understand I will never see any counselor recommendation submitted on my behalf.

\_\_\_\_\_\_\_\_\_ No, I do not waive my right to access and I understand the school counselor will not write a letter of recommendation on my behalf. The school counselor will complete the Secondary School Report Form on my behalf.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature Date