

**RAMAPO INDIAN HILLS SCHOOL DISTRICT**  
**Guidance Department**  
**VERIFICATION & BLANKET AUTHORIZATION FOR RELEASE OF SCHOOL RECORDS**

**STUDENT NAME:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

As parent/guardian of the above named student, I have verified the accuracy of the unofficial transcript provided. I hereby authorize the Guidance Department of Ramapo High School to release his/her transcript file to all the institutions and/or scholarship services designated by my son/daughter, and to any college requesting the information for athletic or admission purposes during the current school year. I am aware that the transcript file consists of a record of grades, letters of recommendation, and a school profile.

I understand that:

1. Mid-year grades will be sent to colleges, providing the students has followed the transcript mailing procedures.
2. Due to the large volume of applications processed by the Guidance Department, students **MUST** submit applications to their counselor at least **TWO WEEKS** prior to any deadline date and by December 8<sup>th</sup> for January 1<sup>st</sup> deadlines.

I hereby release Ramapo High School for any liability for providing the information requested.

\_\_\_\_\_  
Parent/Guardian Signature

**NO TRANSCRIPT WILL BE MAILED UNTIL THIS FORM IS SIGNED AND RETURNED TO GUIDANCE**

\_\_\_\_\_  
I have read the above information and I understand the contents. **I also realize that NO information will be mailed unless the form is completed and RETURNED TO GUIDANCE.**

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