

RAMAPO INDIAN HILLS REGIONAL HIGH 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 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 recommendations, and a school profile.

I understand that:

1. Mid-year grades will be sent to colleges, providing the student 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 4th for January 1st deadlines.

I hereby release the Ramapo Indian Hills Regional High School District 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