STUDENT COPY – Please sign and return to your counselor

PEARL RIVER HIGH SCHOOL
TRANSCRIPT RELEASE POLICIES AND PERMISSION

Student _____

School policies related to the release of college application materials are listed below. Please read and sign this document. **Note**: **we cannot release information to colleges without the proper signatures**.

Transcript and grades:

- In response to a request from a student or parent, PRHS will send an official transcript directly to every school to which a student submits an application for admission and/or to any educational agency requiring the student's record as part of an application for a scholarship or similar benefit. Only unofficial transcripts can be given to students and/or parents. All transcripts will include a record of all courses taken at PRHS and the final grades and credits earned. In addition courses "in progress" will be listed.
- Quarterly grades will only be sent to the colleges upon written request.
- Midyear grades will be sent automatically to all colleges to which transcripts have been sent.
- Upon graduation, we will send an official transcript to the college/university into which the student will matriculate.

Standardized Test Scores:

- SAT and ACT scores are not listed on the official transcript. Students must arrange to have their **official test scores** sent directly to the colleges to which they are applying, and can do this through the Collegeboard and ACT websites.

Recommendations:

- Letters of recommendation written on behalf of the student by PRHS teachers and counselors are confidential and **cannot** be given to students and/or parents. They can only be sent directly to the colleges/universities to which a student applies and to any scholarship foundations requested.

Early Decision:

- Any student accepted to a college/university under a **binding** Early Decision plan must cancel all applications filed at any other schools. This is in accordance with the signed agreement that was submitted with your application to the Early Decision School. Failure to withdraw all other applications is unethical as well as a violation of the Early Decision Agreement.

Submitting Applications Online:

- Students applying online, **must** complete an "Online Application Form" for each school applied to. The Online Application Form must be submitted to Guidance ten school days prior to the application deadline to ensure that supporting material is sent to the schools in a timely fashion.
- The Online Application Form is available in the Guidance Office and on the Naviance Family Connection page.

Please sign where indicated and return this page to your counselor.

I acknowledge that I have read and agree to the above policies:

_____ _____

parent signature/date student signature/date