



2023-2024
Release of Records Student/Parent Authorization

Student Name: _____
(Please print your name clearly)

Major: _____
(If unsure, list multiple majors you are considering)

By signing below, I give my consent to the following:

I give permission to release the following records, as needed:

- Official Transcripts
- Secondary School Report
- Recommendations
- Mid-year and final grades
- School Profile

I am aware that all requests require a minimum of **15 school days to process after you submit your request through Naviance.** (Students can begin to make requests in Naviance on Sept.12)

I am aware that if I ask for a letter of recommendation, I need to fill out the **Counselor**

Office Received: _____