



EDUCATIONAL RECORDS CONSENT & RELEASE FORM

For Post-Secondary Applications

In order for LOLHS to be able to release transcripts or other educational records for the purpose of application to college, explicit written consent must be given by a parent/guardian of a student under the age of 18 prior to the release of any educational records. Please complete and return this form as soon as possible. Please call the School Counseling office if you have any questions.

Name of Student

Year of Graduation

I consent to the release of student information and educational records by Lyme-Old Lyme High School blanket permission for the purpose of the college application process. It is my understanding that “educational records” include the following items:

- Official Secondary School Transcript;
- Secondary School Report form;
- 1st Quarter Grades will automatically be sent to applicants’ schools unless otherwise requested in writing; (obtain the appropriate form from Mrs. Houde in the School Counseling Office)
- Mid-Year Grades;
- Final Transcript to the college you are attending
- Oral communication with college admissions personnel.

*Specific written request must be made for any other personal items to be included.

*Special Education records must be requested through the Department of Special Services.

* 3rd quarter grades will only be sent by specific written request.

Signature of Parent/Guardian

Date

Please return this form to the School Counseling Office as soon as possible. No records will be released without this returned signed form.