

STUDENT RECORD RELEASE FORM

Shawnee Mission South High School
5800 West 107th Street
Shawnee Mission, Kansas 66207
Telephone: 913-993-7500
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CEEB Code: 172-772
www.smsd.org

Registrar: Susan Walter
sowalter@smsd.org

Dear Seniors and Parents:

The Counseling Office must have your official permission to mail the relevant materials to colleges, scholarships and other programs, including NCAA, employment, & summer internships, to which you are applying. Please read our record release policies below and then sign to acknowledge them.

- Signed permission *must* be on file prior to requesting transcripts
- Transcripts include weighted & un-weighted GPAs, Grade History, Immunizations and Test Scores. *Some colleges may require standardized test results to be sent directly from the testing agencies. It is the student's responsibility to accommodate such requests.*
- It is recommended that the students obtain an unofficial copy for their own records to verify that all information presented is correct.

FINAL TRANSCRIPTS: Universities require a final transcript after GPA and rank have been calculated for the 8th semester. Mailing direction for this final transcript is obtained thru senior English classes and South provides the envelope and postage. They are mailed by the 2nd week in June.

If you have application questions, please contact your counselor. Please return the bottom portion to the Registrar prior to requesting a transcript. Keep the top portion for your instructional reference.

I have reviewed, understand and accept the student record release policies above. I authorize Shawnee Mission South High School to release my transcript and other records listed above to colleges and other programs to which I intend to apply. It is my responsibility to inform the Registrar where to send my school credentials and of the deadlines for each program.

Student #

Printed Name

Student Signature

Parent/Guardian Signature (required for students less than 18yrs)

Date