

# RECORDS RELEASE AUTHORIZATION FORM

## Great Valley High School Counseling Department

Student Name: \_\_\_\_\_ Grade: \_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_ Student Email: \_\_\_\_\_

This form must be submitted to the Great Valley High School Counseling Department in order for official transcripts and recommendations to be able to be sent to colleges, scholarship programs, summer programs, NCAA, and/ or any other requests made by students.

### Transcript Request Information

- Transcript requests for colleges must be entered by the student in Naviance a minimum of **15 school days** prior to the deadline posted by the recipient. Transcript requests for summer programs, scholarships, and other recipients requires an additional paper form, which is available in the Counseling office.
- This release applies to mid-year grade reports, which are **automatically sent to every college to which an initial transcript has been sent**. Also included is the final transcript to the student's college of choice.
- SAT/ACT scores are **NOT** included on the Great Valley transcript. **Students are responsible for sending scores directly from the testing agency to the college** or any program requesting official scores.
- The Great Valley transcript does not include discipline, attendance or health records.
- Each student may request **10 free** transcripts. There will be a **\$3 charge** for each additional transcript.

### Recommendation Information

List the teacher(s) from whom you have requested recommendations in priority order (i.e. if a college limits the number of recommendations, which should be sent first, etc.).

1: \_\_\_\_\_ 2: \_\_\_\_\_

If a **counselor recommendation** is **required/ accepted** by any college/university, the letter will automatically be sent. *Note: All recommendations are considered confidential and will not be released directly to the student/parent.*

By signing below, I/WE understand and agree to the information above, and authorize Great Valley High School to release official high school records and recommendations to all colleges, scholarship programs, NCAA, and any other recipients requested by the student in Naviance/ on an official request form.

\_\_\_\_\_  
Parent Signature/Date

\_\_\_\_\_  
Student Signature/Date

**FOR GUIDANCE OFFICE USE ONLY**  
**RELEASE RECORDED IN NAVIANCE:** \_\_\_\_\_