

Parma City School District

High School Transcript/Consent for Record Release

- 1. You must complete this form in order to have your official transcript sent to colleges, companies, or individuals
2. A parent signature is required if applicant in under 18 years of age
3. If you wish to meet with a counselor for assistance with the completion of forms/applications (transcript, scholarships, college application forms, etc...) please schedule an appointment and have documents and materials necessary for the counselor appointment.
4. For recommendation letters or to complete a college rating sheet please schedule an appointment with your counselor. Please bring necessary documents for your meeting.
5. NOTE: This form is giving permission for records to be sent. If you are a senior, you still need to follow the process in Naviance for requesting transcripts be sent to specific colleges.

----- Please Print -----

Name: _____
First Last Maiden

Year of Graduation: _____ Birthdate: _____ Phone Number: (____)_____

Current Student Former Student

Current Students: Reason(s) for Transcript Request:

College Credit Plus (CCP) (must have intent to participate on file) Scholarships
College Application(s) (12th Grade Only - See #5 Above) Other
NCAA

You are authorized to release a copy of the high school records: (check all that apply)

Blanket Permission (X here if you wish to release transcripts to any parties that you request now or in the future) Send Electronically
Applied on-line Send Transcript Specifically to:

Name of College, company, or individual Address City, State, Zip code

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Name of College, company, or individual Address City, State, Zip code

Student Signature if student is 18 or older: _____
Typing your name electronically signs this form Date

Parent/Legal Guardian signature if student is under 18: _____
Typing your name electronically signs this form Date

Table with 3 columns: Normandy High School (2500 W. Pleasant Valley Rd., Parma, OH 44134), Valley Forge High School (9999 Independence Blvd., Parma Heights, OH 44130), Former Parma Senior High (7377 Chateau Dr., Parma, OH 44130). Includes email addresses for each.