



# Susquehannock High School

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## AUTHORIZATION TO RELEASE STUDENT RECORDS

Due to federal legislation, Susquehannock High School must secure consent for release of student records. This consent is required from the parent or guardian of a student who is under the age of eighteen (18). A student who has attained the age of eighteen (18) may declare one's majority and sign for the release of his/her records. This release will suffice for release of pertinent school records to all post-secondary institutions and to prospective employers, or an individual signature will be required for each request. **NO RECORDS WILL BE SENT WITHOUT AUTHORIZATION FROM A PARENT OR A SIGNATURE FOR EACH DESIGNATED REQUEST FOR THE SENDING OF TRANSCRIPTS.** A transcript is a copy of a student's permanent record, which records final grades, GPA, class rank, and attendance for 9<sup>th</sup>, 10<sup>th</sup>, and 11<sup>th</sup> grades as well as senior data through the date of the transcript. Standardized test scores such as SAT, ACT, AP, and PSSA are also included. Unless a student registers to take the SAT or ACT with the proper high school code (391-545), Susquehannock High School will not have the scores to include with the transcript. ***Also, please note that many colleges such as Pennsylvania State University, University of Delaware, Towson State University, etc. will not accept test scores the school sends as official. Instead, many colleges require SAT/ACT scores be sent directly from the College Board or ACT.*** It is the student's responsibility to check with the admissions office of the college regarding its policy. Forms to request scores from college are available in the Counseling Office.

In consideration of efficiency a request through Susquehannock's Naviance Family Connection must be completed for each transcript that a student wants sent. However, we do acknowledge that there are unique cases in which a traditional transcript release card (white) will need to be filled out instead. Allow a minimum of five (5) days for the transcripts to be sent directly through Naviance and additional time if they must be sent by mail. Extra time must be taken into consideration as well if a letter of recommendation needs to be written by the counselor. Check the application to determine which part(s) of the application needs to be written by the counselor. Submit these portions at the time of the transcript request.

Due to federal legislation mentioned above, the Counseling Office must have parent authorization for release of school information. You may accomplish this in one of two ways.

1. Check the box and your child can request transcripts for each respective school that they apply for via Naviance Family Connection (or, *in some cases*, with a traditional transcript release card without your signature)

### OR

2. A parent signature must be obtained for each transcript request whether via Naviance Family Connection or a traditional transcript release card.

By checking this box your student will have the ability to request transcripts via Naviance Family Connection. (If you wish to use option *two*, do not check the box.)

If this box is not checked, a parent's signature will be required for each transcript request.

*EXCELLENCE can be attained if you...  
CARE more than others think is wise...RISK more than others think is safe...  
DREAM more than others think is practical...EXPECT more than others think is possible.*