

COGINCHAUG REGIONAL HIGH SCHOOL
Durham ~ Middlefield

Permission to Release Records to Colleges, Programs, or Scholarships

Student Name: _____ Date: _____

The official academic records of your son or daughter will need to be sent to all schools, colleges, special programs, and scholarships to which he/she submits an application. Official records are signed, and the official school seal is affixed to the record by the school Guidance and Counseling Office and are sent directly to the program or institution. [Unofficial copies (unsigned and without the school seal) may be requested at any time by students or parents and can be hand-carried.]

Please sign below and return this form to the Guidance and Counseling Office. Once this form is received, your student may then submit a completed written Request for Transcript form (pink) for each individual school or program that they are applying to.

The records we send are the following:

Transcript:

- A list of each course taken, each final grade, and the credit earned
- Senior year records also include first quarter grades and mid-year grades
- Grade point average (GPA)
- Attendance Record by school year

Secondary School Reports:

- Explanation of the student's grade point average (GPA)

I hereby grant permission for the Coginchaug Regional High School Guidance and Counseling Department to release the above records to any and all schools, colleges, programs, agencies, scholarship programs, or special programs as requested by my son/daughter or me.

Parent/Guardian name: _____

Parent//Guardian signature: _____ Date: _____