

# Coginchaug Regional High School Guidance and Counseling Office

Permission to Release Records to Colleges, Programs, Scholarships
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Student Name: \_\_\_\_\_

Date: \_\_\_\_\_

The official academic records of your daughter or son will need to be sent to all schools, colleges, special programs, and scholarships to which she/he submits an application. Official records are signed and the official school seal affixed to the record by one of the counselors and must be sent directly to the program or institution. Unofficial copies (unsigned and without the 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, you or your student may then submit a completed written Request For Transcript form for each individual school or program.

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 on copies of the Report Cards.
- Grade Point Average.
- Attendance Record by marking period.
- A list of all school activities (as reported by the student).
- A list of any awards received from Coginchaug.

**Test Record:**

- Unofficial scores of Scholastic Aptitude Tests (SAT I and II).
- Unofficial scores of American College Tests (ACT).  
(These are scores we have received if the student requested copies to be sent to us. Official scores can only be sent directly from the testing companies. Most schools and colleges want official scores.)

A Profile of Coginchaug Regional High School that gives an overview of our school and an explanation of our courses, marking system, and grading procedures is sent with every transcript.

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*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.*

Date: \_\_\_ / \_\_\_ / \_\_\_

Parent/Guardian Signature: \_\_\_\_\_