

PLYMOUTH COMMUNITY SCHOOL CORPORATION

REQUEST FOR CONSENT TO RELEASE TRANSCRIPT TO COLLEGE OR UNIVERSITY

Dear Parent or Eligible Student:

If _____ applies for admission to an undergraduate college or university,
(Student's Name)
we will be requested by that institution to furnish a transcript of
_____ high school record, consisting of a record of class grades, ranking in class,
(Student's Name)
attendance records, and scores on standardized achievement tests, and we are required to obtain
your written permission prior to complying with that request, and to provide you with a copy of
the transcript at your request.

In order to forward a transcript as soon as possible after we receive a request, we are providing
this form to enable you to consent in advance to the release of the transcript to the requesting
college or university. We are also forwarding a copy of the transcript to you with this letter.
Please understand that you will not be notified whenever a request is received. However, if a
college or university request information other than that specifically listed above, we will contact
you in order to obtain your written consent to the release of that information.

Please sign the attached form and return it to my office.

Sincerely,

I hereby consent to the release by the school system of a copy of the transcript of
_____ to the following colleges and/or universities:

Date

Parent/Eligible Student