

**ASHLAND HIGH SCHOOL**  
**1440 King Road**  
**Ashland, OH 44805**  
**Guidance Department**

**REQUEST FOR CONSENT TO RELEASE TRANSCRIPT**  
**TO COLLEGE, UNIVERSITY, OR SELF**

Dear Parent (Student):

If your child applies for admission to an undergraduate college or university, we will be requested by that institution to furnish a transcript of your child's high school record, consisting of a record of class grades, ranking in class, attendance records, and scores on standardized achievement tests. In compliance with Public Law 93-100, 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. Please understand that you will not be notified whenever a request is received. However, if a college or university requests 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 Guidance Office with a \$3.00 processing fee for each official transcript requested.

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I hereby consent to the release by the school system of a copy of the transcript for

\_\_\_\_\_ to the following colleges and/or universities:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name under which you attended AHS \_\_\_\_\_

Current address \_\_\_\_\_

Graduation year \_\_\_\_\_ Date of Birth \_\_\_\_\_

Phone \_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Student Signature