

EXETER HIGH SCHOOL - COUNSELING DEPARTMENT
OFFICIAL TRANSCRIPT RELEASE FORM

MAIL: EXETER HIGH SCHOOL GUIDANCE, ONE BLUE HAWK DRIVE, EXETER, NH 03833
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OR FAX: 603-775-8490 (GUIDANCE DIRECT FAX)

STUDENT NAME (PLEASE PRINT)

DATE OF BIRTH

NAME WHEN ENROLLED (IF CHANGED)

YEAR OF GRADUATION

CURRENT PHONE NUMBER

EMAIL (OPTIONAL)

TRANSCRIPT REQUEST (ALUMNI/UNDERCLASSMEN)

THIS RELEASE FORM ENABLES EXETER HIGH SCHOOL TO FORWARD OFFICIAL TRANSCRIPTS/RECORDS TO...

NAME OF INSTITUTION	INSTITUTION MAILING ADDRESS	CITY	STATE	ZIP

I UNDERSTAND MY SIGNATURE ON THIS FORM AUTHORIZES EXETER HIGH SCHOOL TO SEND MY TRANSCRIPT TO THE ABOVE LISTED INSTITUTION OR PERSON.

STUDENT SIGNATURE (IF OVER 18 YEARS OLD)

DATE

PARENT/GUARDIAN SIGNATURE (IF STUDENT UNDER 18 YEARS OLD)

DATE

OFFICE USE ONLY

DATE RECEIVED:

DATE SENT/INITIALS:

NO RECORDS WILL BE RELEASED UNTIL THIS FORM IS RETURNED / ALLOW ONE WEEK FOR PROCESSING OF ALL TRANSCRIPT/RECORDS

DEFINITIONS

OFFICIAL TRANSCRIPT A TRANSCRIPT THAT HAS BEEN RECEIVED DIRECTLY FROM EHS BEARING THE EMBOSSED SEAL, DATE AND REGISTRAR'S SIGNATURE. OFFICIAL TRANSCRIPTS ARE PROVIDED IN A SEALED ENVELOPE WITH THE REGISTRAR'S SIGNATURE OR "OFFICIAL TRANSCRIPT" STAMPED ACROSS THE SEAL. COPIES SHOULD REMAIN IN THE UNOPENED SEALED ENVELOPE UNTIL PRESENTED TO THE INSTITUTION, EMPLOYER OR PROVIDER.

FERPA **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**
UNDER THE TERMS OF THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA), YOU CAN REVIEW RECOMMENDATIONS AND ACCOMPANYING FORMS IF YOU ARE AGE 18 OR OLDER OR UPON ENROLLMENT AT A POSTSECONDARY INSTITUTION PROVIDED THAT INSTITUTION SAVES THE DOCUMENTS. YOU MAY, HOWEVER, WAIVE THIS RIGHT OF ACCESS ALTOGETHER.

WHY SHOULD YOU CONSIDER WAIVING YOUR RIGHT OF ACCESS?
WAIVING YOUR RIGHT LETS COLLEGES KNOW THAT YOU WILL NEVER TRY TO READ YOUR RECOMMENDATIONS. THAT IN TURN REASSURES THE COLLEGES THAT YOUR RECOMMENDERS HAVE PROVIDED SUPPORT THAT IS CANDID AND TRUTHFUL. WHILE YOU ARE FREE TO RESPOND AS YOU WISH, IF YOU CHOOSE NOT TO WAIVE YOUR RIGHT, SOME RECOMMENDERS MAY DECLINE YOUR REQUEST, AND SOME COLLEGES MAY DISREGARD RECOMMENDATIONS SUBMITTED ON YOUR BEHALF.

AFTER YOU MAKE YOUR SELECTION ABOUT WHETHER YOU WANT TO WAIVE YOUR RIGHT OF ACCESS, YOU WILL NOT BE ABLE TO CHANGE YOUR WAIVER SELECTION. TO ENSURE THAT YOU FULLY UNDERSTAND THE IMPLICATIONS OF YOUR DECISION, WE URGE YOU NOT TO ANSWER THE WAIVER QUESTION UNTIL YOU HAVE CONSULTED WITH YOUR COUNSELOR, ANOTHER SCHOOL OFFICIAL, OR YOUR PARENT/LEGAL GUARDIAN.

FOR FULL CONTEXT OF THE FERPA: www2.ed.gov/ferpa/