

Dear Parent/Guardian of CHS Junior/Senior:

As students prepare for a future beyond high school, proof of academic achievement is required or requested by institutions such as colleges, NCAA, or for scholarship applications. In addition to coursework information, student transcripts include ACT, SAT, and/or Advanced Placement scores upon student completion of such exams. The section below is your indication of (1) permission to release your student's transcript for the purpose of application to institutions of higher education, NCAA or for scholarships; and (2) whether or not you would like the above mentioned exam information included on your student's high school transcript. ***No transcript will be released without this information returned to Mrs. Young in the guidance office. Form returned by September 30 assures retention of information to military.***

Also, in accordance with the "No Child Left Behind Act" signed into law in January 2002, school districts are required to disclose names, addresses, and telephone numbers of currently enrolled high school juniors and seniors to the military and institutions of higher learning upon their request. This provision applies to all such students except those whose parents request that the information not be released without prior written parental consent (or that of students over 18 years of age). The section below includes your option to withhold your consent to releasing such information to military recruiters or institutions of higher learning.

Sincerely,

Devera Wetherell  
Guidance Curriculum Coordinator

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Please check applicable -

Regarding: \_\_\_\_\_ (Date)  
(Student Name – PLEASE PRINT)

\_\_\_\_\_ Please forward my son/daughter's transcripts as deemed necessary to institutions of higher learning, NCAA, scholarships, as applicable.

\_\_\_\_\_ Please **DO NOT** include (circle any that apply) on transcripts:  
ACT exam scores  
SAT exam scores  
Advanced Placement exam scores

\_\_\_\_\_ Please include **all** exam scores on my son/daughter's transcripts

\_\_\_\_\_ Please **DO NOT** release the name, address or telephone number to military recruiters or institutions of higher learning

\_\_\_\_\_

(Parent Signature)

(Student Signature, if 18 years of age or older)