

# TRANSCRIPT AND LETTERS OF RECOMMENDATION RELEASE FORM

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Students and Parents:

Highland School will not provide any outside agency with a copy of a student's transcript without your written permission. Therefore, please sign the release form at the bottom of this letter and return it to the College Counseling Office as soon as possible.

Additionally, most colleges and scholarship agencies will require Highland School to provide a written recommendation. By signing below, you verify that you understand that it is Highland School policy to not give students and/or parents copies of their recommendations from either the College Counseling Office, or from individual teachers, and that you will waive your right to have access to such documents.

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I hereby agree to allow Highland School to send out any transcripts requested by the colleges, universities, and/or scholarships my son/daughter may be applying to.

\_\_\_\_\_  
Parent(s) Signature(s)

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

I hereby understand that per school policy, I will waive my right to have access to my letters of recommendation.

\_\_\_\_\_  
Student's signature

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

I hereby understand that per school policy, I will waive my right to have access to my son's/daughter's letters of recommendation.

\_\_\_\_\_  
Parent(s) Signature(s)

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