

# TRANSCRIPT RELEASE FORM

I hereby give permission for my son/daughter's transcript of academic work and SAT/ACT scores to be sent to colleges, universities, military, college athletic recruiter, and/or scholarship programs. It is the student's responsibility to list on **NAVIANCE FAMILY CONNECTION** site the colleges and programs for which a transcript is needed and to do so at least **two weeks** before the due date.

**NAVIANCE FAMILY CONNECTION** site: [www.connection.naviance.com/riverbendhigh](http://www.connection.naviance.com/riverbendhigh)

For any college that requires it, the **Secondary School Report Form** must be provided to the counselor at the time that the transcript is requested.

## FERPA RELEASE

In accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA), I authorize Riverbend High School personnel to release and/or write a letter of recommendation in which he/she may reference the educational records and information.

## WAIVER

\_\_\_\_ **I do** waive my rights to access, and I understand I will never see the Secondary School Report form or any other recommendation or supporting documents submitted by me or on my behalf.

\_\_\_\_ **I do not** waive my right to access, and I understand that I may someday choose to see the Secondary School Report form or any other recommendation and supporting documents submitted by me or on my behalf to the institution at which I'm enrolling, if that institution saves them after I matriculate.

Please sign below that you have read and understand the transcript request requirements and the information above is accurate. Your signature below authorizes Riverbend High School to complete your request and to release the above information to the college or organization.

Student Name: \_\_\_\_\_ Year of Graduation: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

**\*\*\*Reminder – College/Universities must be listed on NAVIANCE FAMILY CONNECTION\*\*\***

-----**FOR OFFICE USE ONLY**-----

Date of Request	Military/College Recruiter	REC Request YES/NO	Due Date	Student Initials	Date Sent