

Parental Consent Form
For Release of Transcript
Hartford High School
White River Junction, Vermont 05001

At the student's and/or parent's/guardian's request, the School Counseling Office will forward a packet of academic information to designated institutions or agencies. In addition to the school profile, it will include: an official transcript of courses taken, final grades, amount of credit earned, rank in class, cumulative GPA and a most current report card (which may include current attendance records, exam grades and teacher comments).

In order to ensure this information meets the required timelines, this request **MUST** be received **AT LEAST TWO WEEKS** in advance of the college/scholarship deadline.

_____	_____	Y.O.G. _____
Student Name	Student Signature	
_____	_____	_____
Parent/Guardian Name	Parent/Guardian Signature	date

We must have a signed copy of this form on file before we can send any information to colleges.

This one time consent form gives permission for the School Counseling Office at Hartford High School to submit the academic packet (described above) to any institution/scholarship henceforth requested via NAVIANCE and "Family Connection" (on-line) by the student.

If your son/daughter is applying to a post-secondary college or university, we request the following prior to sending out any materials on his/her behalf:

1. A completed Senior Information Packet if the counselor is to write a letter of recommendation.
2. A 30 minute meeting is required with the student's counselor two weeks prior to your 1st deadline.
3. Validation that the student has registered on-line to "Family Connection"

All transcript requests must occur through "Family Connection", either from the computer located in our office or from a computer at home.