

**ROSLYN HIGH SCHOOL
Counseling Center**

TRANSCRIPT VERIFICATION/RELEASE FORM

NOTE: TRANSCRIPTS WILL NOT BE SENT TO ANY COLLEGES UNTIL THIS FORM IS RETURNED TO THE COUNSELING CENTER WITH PROPER SIGNATURES.

Name _____

Email address: _____ Date _____ Counselor _____

IF THERE IS AN ERROR ON YOUR TRANSCRIPT, PLEASE SPEAK TO THE TEACHER OF THE COURSE. NO CHANGES OR CORRECTIONS CAN BE MADE TO A TRANSCRIPT WITHOUT A GRADE CHANGE FORM FROM THE TEACHER AND CHAIRPERSON.

Please check here to remove all Support and Special Education courses (ex. Academic Strategies, COT Workshop, Math Labs)

Please note that this will also affect your overall credits. Only check this box if you have enough credits to graduate.

TRANSCRIPT VERIFICATION FORM

(No transcript will be released without the proper signatures on this verification form.)

Section III - Release

A. I have examined the unofficial transcript and find that the information reported is correct in all respects. Please send official copies of my transcript to the schools, colleges, or employer I designate.

Date

Parent Signature

Student Signature

**ROSLYN HIGH SCHOOL
Counseling Center
FERPA**

The questions you will see below relate to your educational records. The first pertains to the transmission of your educational records from your secondary school(s) to the colleges to which you are applying. The second concerns your right of access to confidential letters of recommendation. 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. In a moment, you'll be asked if you wish to waive this right.

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 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 be able to invite your recommenders. Once you make the first invitation, 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.

I have fully read and understood the FERPA Release Authorization explanation above.

Signature: _____ **Date:** _____

I authorize every school that I have attended to release all requested records and recommendations to colleges to which I am applying for admission. I also authorize employees at these colleges to confidentially contact my current and former schools should they have questions about the information submitted on my behalf

Please select one:

_____ I waive my right to review all recommendations and supporting documents submitted by me or on my behalf.

_____ I DO NOT waive my right to review all recommendations and supporting documents submitted by me or on my behalf. I understand that my decision may lead my counselors or teachers to decline to write recommendations on my behalf. I also understand that my decision may lead colleges to disregard any recommendations submitted on my behalf.

I understand that my waiver or no waiver selection above pertains to all colleges to which I apply.

Signature: _____ **Date:** _____

Print Name _____