

**ELLINGTON HIGH SCHOOL
GUIDANCE DEPARTMENT
37 MAPLE STREET
ELLINGTON, CT 06029**

RELEASE OF INFORMATION FORM

Before an official high school transcript is sent to any college, you must complete a transcript request form available through the guidance office. We will provide up to four transcripts at no cost to you, however, any additional transcripts will be \$2.00 a piece. Your transcript lists all of the courses you have taken beginning in the ninth grade, your final grades in those courses, and all summer school courses taken for credit. Scores of college entrance tests are on a separate form. We do not include any information regarding discipline matters on the transcript.

I hereby give my permission to Ellington High School to release the following records/information of:

_____ - _____ - _____
(Name of Student) (Social Security Number)

TO: All Colleges/Scholarships/Employers

FOR: Admissions/Scholarships/Employment

Please check all that apply.

_____ Transcript

_____ Letter(s) of Recommendation

Student's Signature

Date

Parent's Signature
(if student is under 18 years old)

Date