



# Mercy High School

## Consent to Release Records - ATHLETICS

- This form will allow your Counselor to release your student records to **potential coaches and/or college athletic programs**. You do not need to submit these requests online in Naviance.
- **Do not use this form for requesting transcripts for NCAA** – you must go through the NCAA Clearinghouse online and follow their process.
- Please allow up to **3 weeks** for processing.
- Incomplete forms will not be processed.

Student Name (please print): \_\_\_\_\_ Date of Birth: \_\_\_/\_\_\_/\_\_\_

Counselor (please check):  Mrs. Bennetts (A-G)  Mrs. Hessler (H-O)  Mrs. Casey (P-Z)  Mrs. Brown (all 9th)

I am requesting a transcript be sent to the following coach:

Name of Coach: \_\_\_\_\_

School (include campus): \_\_\_\_\_

Sport/Department: \_\_\_\_\_

Check the appropriate box of submission:

Fax to: \_\_\_\_\_

Email to: \_\_\_\_\_

Mail to: Street Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

By signing below, I understand the directions of this form and give permission to have Mercy High School release transcripts and other necessary documents sent to the institution listed above when requested by my daughter.

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

Student Signature: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

**TO BE COMPLETED BY COUNSELING:** Date submitted to office: \_\_\_\_\_ Date processed: \_\_\_\_\_