



Mercy High School

Non-College Consent to Release Records

- This form will allow your Counselor to release your student records as indicated below. You do not need to submit these requests online in Naviance.
- 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 for the following purpose:

Scholarship Club/Organization Summer Program Internship

Name of Organization: _____
(Name of Scholarship, Organization, Company, etc.)

Check the appropriate box of submission:

Student will pick up from counselor

Fax to (include name and number): _____

Email to: _____

Mail to: Organization/Person: _____

Street Address: _____

City/State/Zip: _____

Please include a Counselor letter of recommendation (if required). The student must attach a "Student Profile Form for Counselor Letter of Recommendation".

Check each box indicating that you have completed the identified task and/or understand the identified statement:

If I am requesting a Counselor letter of recommendation to accompany my transcript, I understand that I must complete and submit the "**Student Profile Form for Counselor Letter of Recommendation**".

I understand that my Counselor has up to 3 weeks to process my request.

I understand that I must inform the Counseling Office of any scholarships/awards that I receive, and will provide a copy of the award letter. The deadline to do so will be in late April.

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 institutions 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: _____