

CHRISTIAN HERITAGE SCHOOL
COLLEGE APPLICATION
EDUCATIONAL RECORDS RELEASE FORM

In order for Christian Heritage School to be able to release transcripts or other educational records for the purpose of application to college, explicit written permission must be given by a parent/guardian of a student under the age of 18 prior to the release of any records. Please complete and return this form as soon as possible. (Note: this form may be updated at any time.) If you have any questions, please don't hesitate to call Mrs. Stempien in the Upper School office, ext. 570.

Name of Student

Year of Graduation

I give Christian Heritage School **blanket permission** to release academic records for the purpose of the college application process. It is my understanding that "educational records" include the following items:

1. Official Secondary School Transcript
2. All letters of recommendation on file
3. College's Secondary School Report – this report may require specific personal student information including disciplinary and attendance records and/or relative challenge of student's academic program
4. Mid-year grades
5. Oral communication with college admissions personnel

****Your high school transcript, teacher recommendations and counselor recommendation will be sent to ALL COLLEGES LISTED ON YOUR NAVIANCE COLLEGE LIST. Updated transcripts will be sent at the end of 1st semester to all colleges in early February, unless the Registrar is informed otherwise.**

Parent/Guardian

Today's date

Please return this signed form to Mrs. Stempien in the Upper School office BEFORE your earliest application due date.