



West Essex Regional School District
Guidance Department
Authorization to Release Records

In order for West Essex High School to process college applications, the following statement must be signed and on file in the Guidance Office. If you are an athlete, please read and sign after the second paragraph as well.

As part of the college application process, I authorize the release of a copy of my official transcript containing courses taken and grades earned, as well as any other educational records required of educational institutions to which I apply. I authorize the Guidance Office, as well as the teachers, counselors and administrators of West Essex High School, to submit descriptive statements and/or letters of recommendation for my applications when requested. I understand that these statements are confidential, and hereby waive any rights to review their content. I recognize that this is West Essex High School's responsibility to notify any educational institution to which I have applied or have been accepted as to any changes in my status at West Essex High School, and I hereby authorize such notification.

_____	_____
Student (Print Name)	Date
_____	_____
Student (Signature)	Date
_____	_____
Parent (Signature)	Date

Record Release for Athletes

I authorize the release of my official transcript for recruiting purposes to the NCAA Clearinghouse, coaches and other educational representatives. I also understand that I am responsible for completing the appropriate application on the NCAA clearinghouse website. It is my responsibility to supply the appropriate NCAA record release form.

_____	_____
Student (Signature)	Date
_____	_____
Parent (Signature)	Date