

**Melrose High School**  
**Release of Academic Records Form**

**Important Note to All Seniors and Parents:**

As part of the college application process, it is standard procedure for the guidance office to release, with permission, your academic record from Melrose High School. For all students, this record includes:

- **Academic Transcript** (including rank-in-class and grade point average)
- **Senior Report Card**
- **Secondary School Report** (a form completed by the guidance counselor)

Please note that Melrose High School no longer sends any standardized test scores (SAT, ACT, AP) to colleges and universities unless requested specifically by the student. Students are required to request official score reports to be sent directly from the testing agency.

Where applicable, college admissions offices may ask for a student's most recent **Educational and/or Psychological Testing** as well as any current **Individualized Educational Plan or 504 Accommodation Plan**.

Under the **Family Educational Rights and Privacy Act**, a federal law, a student's academic information is confidential and cannot be released without the permission of a parent. If you give your permission for Melrose High School to release your child's academic records to college and university admissions offices, and in applicable situations, to college athletic coaches and recruiters through the NCAA, please fill out the information below and return this form to Mrs. Talbot in the guidance office. **Please note that there is a \$25.00 transcript fee that covers the cost of all transcripts which must be paid to the guidance office before we can send out any transcripts to colleges. We accept cash or check (payable to the MHS Guidance).**

**We will not release any academic information without a signed consent form.**

**Student Name (Please Print):** \_\_\_\_\_

**Counselor Name:** \_\_\_\_\_

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Parent Signature**

\_\_\_\_\_  
**Date**