

# Unionville High School Permission to Release Information

**\*This form should be used to process documents required for alumni transfer applications, scholarship applications and enrichment opportunities. This form should not be used to process college applications for the current senior class.**

I \_\_\_\_\_ authorize the high school principal or designee to release information  
(parent, guardian or 18 year old student)

regarding \_\_\_\_\_ as requested to  
Student Name Birth Date Graduation Date

Name of Institution or Scholarship Program: \_\_\_\_\_

Mailing Address of Institution or Scholarship Program: \_\_\_\_\_

## **Authorization to send records from the Counseling Center (please check):**

\_\_\_\_\_ **Official** Transcript including grades and cumulative GPA.

\_\_\_\_\_ **Unofficial** Transcript including grades and cumulative GPA.

\_\_\_\_\_ Recommendations (please list names of any teacher, counselor, or person whose letter you want sent).

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

\_\_\_\_\_ Envelope (pre-addressed 10" x 13" mailing envelope without return address).

\_\_\_\_\_ 4 stamps (paper-clipped to envelope).

Please specify other parts of the application to be included in the envelope. (Examples include essay(s) or personal statement, check for the application fee, etc.).

**Application (please check):** \_\_\_\_\_ Submitted online or \_\_\_\_\_ Paper Application

Application **deadline date** for this institution or scholarship program is : \_\_\_\_\_  
(circle one-**received by** or **postmarked by**)

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Signature of Parent/Guardian if student under 18 yrs.

\*\*For office use only: Date received in Counseling Center: \_\_\_\_\_

Date sent from Counseling Center: \_\_\_\_\_

(Rev.1/13)