



PARENT/GUARDIAN TRANSCRIPT RELEASE FORM

This signed form will serve as permission for Lancaster Mennonite High School to release all information necessary to process each college or scholarship application for.

My signature confirms that I, along with my student, have read and understand the following directions and am aware that SAT and/or ACT scores are part of the transcript.

INSTRUCTIONS

In order for Lancaster Mennonite High School guidance department to submit official transcripts with applications to colleges, other post-secondary schools or scholarships, a student must:

1. Have a parent/guardian read and sign this form. This only needs to be filled out and signed once per school year.
2. Fill out and submit the blue "Transcript Release Form" which can be found in the guidance office.
3. Make an appointment with your counselor to discuss the college application process and make requests for counselor recommendations. The student needs to complete the on-line application and gather all necessary supporting items prior to the appointment with the counselor. If a paper application is used, the counselor will work with the student to ensure that it is completed accurately and that everything necessary is included. It is the student's responsibility to inform the counselor of any deadlines or special instructions.
4. Once everything is completed and submitted by the student, including any letters of recommendation, the guidance office will mail your official transcript to the school(s) you have selected.
5. Allow a minimum of 10 working days for processing and generating a transcript once all necessary materials are submitted. Keep this in mind, as well as mail time, if there are deadlines to be met.
6. LMS Board Policy requires that all accounts be current before the school will release any records.

Student Name _____ <small>First</small> <small>Last</small>
Student Signature _____ Date _____
Parent/Guardian Signature _____ Date _____