

**Secaucus High School Guidance Department
Authorization to Release Educational Records**

GUIDANCE DEPARTMENT
e-mail: hbacigalupo@sboe.org
e-mail: cwiswesser@sboe.org
e-mail: elennon@sboe.org
e-mail: ttaveras@sboe.org

In order for Secaucus High School to process college applications, the following statement must be signed and on file in the Guidance Office.

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 or requested by the educational institutions to which I apply. I authorize the Guidance office, as well as the teachers and administrators, of Secaucus 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 contents. I recognize that it is Secaucus High School's responsibility to notify any educational institution to which I have applied or have been accepted of any changes in my status at Secaucus High School and hereby authorize such notification.

STUDENT (PRINT NAME)

STUDENT (SIGNATURE)

DATE

PARENT/GUARDIAN (SIGNATURE)

DATE

SAT/ACT Score Reporting

We understand that all SAT and ACT scores must be sent directly to colleges/universities by the student through the testing agency. (www.Collegeboard.org, www.actstudent.org) Secaucus High School does **NOT** include SAT/ACT scores on student transcripts.

Student's Signature _____ Date _____

Parent's Signature _____ Date _____

