

**Damascus High School
25921 Ridge Road
Damascus, MD 20872**

AUTHORIZATION TO RELEASE PUPIL RECORDS

Maryland and federal legislation require that the school must have appropriate written consent for release of student records. This consent is required from the parent or guardian of a student who has not yet reached the age of 18. A student who has attained the age of 18 may declare his/her majority and sign for release of his/her records. One release form will suffice for release of pertinent records to all post-secondary educational institutions and to prospective employers. No records will be sent anywhere without completion of this form.

What is a transcript? It is a copy of your permanent record which shows your final cumulative high school grades and credits, including your un-weighted grade point average and your weighted grade point average.

Allow three weeks for your transcript to be mailed out – counselors may have a backlog during certain times of the school year, especially if a recommendation needs to be written.

Permission is granted for the release of all school records (copies thereof) pertaining to attendance, date of withdrawal or graduation, exact title of courses taken, grades and/or credits earned, individual or group testing, health records, etc. upon request by a college or school. I understand that if a major change occurs in my child's status such as expulsion/lengthy suspension or multiple losses of credit in courses or course change, that a school official will contact the college with this new information.

Date

Parent's Signature

Student's Printed Name

Date of Birth

Student's Signature

Return to Registrar's Office