

# RELEASE OF RECORDS FORM

Walt Whitman Counseling SY 2019-2020

**\*\*RETURN THIS COMPLETED FORM TO THE TRANSCRIPT OFFICE\*\***

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Due to Maryland House Bill 299 and Federal legislation, 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 reached the age of eighteen. A student who has attained the age of eighteen may declare his/her majority and sign the release of pertinent school records to all post-secondary educational institutions and to prospective employers. NO records will be sent anywhere without completion of this form.

Permission is granted to release the school records of:

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First name

M.I.

Last name

to post-secondary educational institutions or prospective employers upon the request of the student. Counselors reserve right of confidentiality for all recommendations.

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Date

Parent/Guardian Signature

## **STUDENT'S EMAIL ADDRESS**

**(This is how the Transcript Secretary will communicate with you in case of problems)**

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### DIPLOMA INFORMATION

Request for changes on or corrections to diplomas issued at graduation after they have been printed will cost the student \$20.00. Please type or print your name exactly as you wish it to appear on your diploma.

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First name

Middle Name

Last Name

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