

Office of the Director of Student Personnel Services
Passaic Valley Regional High School District #1

Tara Torres, M.Ed
Director of Student Personnel Services
Phone: 973-890-2559
Fax: 973-890-2567
Email: torrest@pvhs.k12.nj.us



Passaic Valley Regional High School
East Main Street
Little Falls, New Jersey 07424

TRANSCRIPT AND RECOMMENDATION AUTHORIZATION AND WAIVER

Student: _____

DOB _____

Counselor: _____

Date: _____

*** PLEASE READ THE BACK OF THIS FORM BEFORE COMPLETING SECTION I & II. A copy of your initial transcript is attached for your review and approval.**

Section I. Recommendation Waiver

___ I/We waive the right to view the recommendations submitted to the colleges or scholarship programs of my choosing.

___ I/We do not waive my right to view the recommendations submitted to the colleges or scholarship programs of my choosing.

x _____
Student Signature

x _____
Parent/Guardian Signature if student is
under 18 years old

Section II. Authorization for release of records

___ I/We hereby authorize the release of my son's/daughter's official transcript and recommendations to the colleges or scholarship programs of my choosing.

___ I/We hereby understand that it is my responsibility to release my SAT I, SAT II, AP and ACT test scores directly from The College Board/ACT to the colleges or scholarship programs of my choosing.

___ I/we hereby authorize the disclosure of final college choice to appropriate constituencies.

x _____
Student Signature

x _____
Parent/Guardian Signature if student is
under 18 years old

Parents and Students

In compliance with the State and Federal statues it is necessary for us to request authorization for release of student records and recommendations. Please carefully examine the front page, check the appropriate boxes and have all necessary parties sign the form before returning to Guidance Services. Students and parents (if the student is under the age of 18) will need to sign individual requests for each transcript and/or recommendation requested.

After this authorization has been received, individual requests for each set of credentials to be released will be required. Official test scores, often required by colleges and universities, must be sent directly from the testing agency at the request of the student.

Sometimes parents and students are uncertain about waiving or not waiving their right to read and examine recommendations. Some considerations for waiving your right to read recommendations are listed:

1. College admission offices assume that recommendations are sent directly from the writer and not read by the candidate.
2. Highly selective colleges usually include their own waiver form with their college application.
3. Students are encouraged to carefully select their recommenders, and request letters from faculty whom the student feels can provide a positive description.
4. Students should verify in advance with the recommender that the individual is comfortable writing a recommendation. If a faculty member has any concerns these should be discussed before the student confirms that this recommender will write a recommendation on behalf of the student.

*All official transcript release requests must be processed through Guidance Services. Remember to allow at least two weeks for the processing of those materials.

*The district's Disclosure Policy can be found in the Student Handbook on the District website.