

STUDENT NAME: (print last, first middle)

PERMISSION TO SEND ELECTRONIC TRANSCRIPT

For the 2016-17 school year Deep Run High School will be using electronic transcripts. All transcript requests will be made and serviced through an online provider, Parchment.

For those colleges that do not accept electronic submissions, Parchment will still mail those transcripts on your behalf. An additional \$3 will be charged by Parchment to mail a transcript.

The first two official transcript requests are processed free of charge. Each additional official transcript request is \$5.00 per transcript (per school board regulation 6-18-006). This fee must be paid before an official transcript request will be fulfilled and will be paid directly through Parchment.

In order to create an account with Parchment and request an official transcript (for colleges, scholarships or other use) the student must have a parent signature on file.

Please READ:

By signing below,

- I hereby authorize Henrico County Public Schools to release information necessary for completion of a recommendation, including information concerning my child's educational records, and any other information requiring consent under the Family Educational Rights and Privacy Act (FERPA, Public Law 93-380) or any other law. I understand that this release allows use of this information for legitimate interests only.
- I understand that a letter of recommendation or recommendation form may be an educational record under FERPA which my child might have a right to review and inspect. However, by requesting completion of this recommendation, I hereby waive my right of access to the letter written on my behalf/my child's behalf. I understand that Henrico County Public Schools does not maintain copies of letters of recommendation or recommendation forms as part of a student's educational file.
- I consent to an official transcript request be fulfilled for my student through Parchment
- I consent to any request of a letter of recommendation at any time for my student, including the completion of a Secondary School Report or other School Report for colleges, scholarships or other use,

Parent Name (please print): -----

Date:-----

Parent Signature: -----

Student Signature: -----