**Chelmsford High School Transcript Release Form**

I give permission to the CHS Guidance Department to release all necessary transcripts that I request for college, scholarship, and summer programs, and/or post-secondary coaching personnel in printed or electronic form.

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Parent Must Sign if Student is Under 18)

Counselor’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please Note:**

* Students must allow 10 school days from the date received by your counselor for the sending of transcripts.
* CHS does not include testing scores (SAT, ACT, AP) on the high school transcripts. It is imperative that the student send his/her individual scores directly to the colleges through the College Board or the ACT Company. **CHS CEEB Code is 220575.**
* Once the release form has been turned in, students will then need to officially request transcripts for colleges via Naviance.
* After a student has officially requested a transcript to be sent to a college through Naviance, he/she will then need to follow up with his/her guidance counselor with addressed envelopes with three stamps for each transcript that must be mailed (only if electronic submission is not available as indicated on Naviance.)
* At the request of the student, class rank will be included in the confidential information sent to their college of preference. Please notify your school counselor if you prefer this information be shared.