

This form must be completed for any high school student who will request a transcript be released to post-secondary education.

Transcript Permission Release

West Virginia Policy 4373 states “ except in certain instances, school officials may not release information from a student’s records without the consent of a parent or guardian, or student if the student is eighteen years of age or older.” To be in compliance with the policy, Marshall County Schools wants to ensure parent/guardian/student awareness of the information printed on a student transcript and request permission to release this information to post-secondary schools. The information included on the transcript is typically required by the admissions office of post-secondary schools.

Marshall County Schools prints the following information on a student’s transcript:

- Credited Courses
- Grades received
- Credits earned
- GPA
- Class Rank
- Social Security Number
- Testing results
- Attendance
- Immunization Records
- Activities and Sports
- Work Based Experience

I understand the information printed on a student transcript, and I give permission to have the transcript released to post-secondary schools as dictated by the student/parent/guardian.

Parent/Guardian Signature _____ Date _____

Student Name (Please PRINT) _____ Grade _____