Jefferson Forest High School
1 Cavalier Circle
Forest, Virginia 24551
Phone (434) 525-2674

# Parent / Student Authorization to Release Educational Records

Check one: □ Early Decision - due date_____ □ Regular Decision - due date_____

Student's Name _____
(Last) (First) (Middle)

Address _____
(Number and street) (City and State) (Zip Code)

Grade _____ Date of Birth _____ Social Security Number_____

Date of Graduation/Withdrawal _____

I hereby authorize Jefferson Forest High School to send a transcript of the educational records of the student named above to the following school, business, or individual:

_____
(School, Business, or Individual)

_____
(Department)

_____
(Street Address)

_____
(City) (State) (Zip Code)

Date _____ Signature _____
(Parent's signature or student's signature if 18 years old)

**Request must be submitted giving at least two (2) weeks notice!**

A transcript includes the student's academic record of subjects taken, grades earned, credits attempted and completed, grade point average, rank in class, and may include standardized test scores such as SAT, SAT Subject tests, and ACT.

Note: When a transcript is sent, all test scores are sent as part of the transcript. If you asked College Board to suppress your SAT II scores, let us know; otherwise, all test scores will be sent. For current JFHS students, the first five copies are free. Each additional copy after the first five is $4.00. For everyone not currently enrolled in JFHS, each copy is $4.00.

**ALL CHECKS MUST INCLUDE TELEPHONE NUMBER AND DRIVER'S LICENSE NUMBER!**

**Guidance Phone (434) 525-7305 Guidance Fax (434) 477-5459**
**www.bedford.k12.va.us/jfhs**