

Pittsford Schools

Melissa Julian, *Principal*
Laura A. Hefner, *Assistant Principal*
Kelly A. Zielke, *Assistant Principal*

Pittsford Mendon High School
472 Mendon Road
Pittsford, NY 14534
585.267.1600
fax: 585.267.1679

Student Records Release AUTHORIZATION

Pursuant to the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 C.F.R. part 99), the written consent of a parent or eligible student is required before the education records of a student, or personally identifiable information contained therein, may be disclosed to a third party, unless an exception to this general requirement of written consent applies. If a student is age 18 years or older, or is enrolled in an institution of post-secondary education, he or she is an “eligible student” and must provide written consent for the disclosure of his or her education records or personally identifiable information contained therein.

Permission

I give permission for transcripts, test records and other supporting documents to be sent to any or all college, university or scholarship program(s) for the 2022-23 college application cycle as requested by the student through the secure Naviance portal. In addition, I give permission for counselors to share pertinent information with college admissions staff regarding the student’s application(s). I am aware that I may rescind permission to authorize records release at any time.

Test Records

SAT or ACT: Student has the choice to self-report in application. If a college needs official scores, the student must send them from Collegeboard.org and/or ACT.org to their college(s).

AP Scores: Student has the choice to self-report in the college application. MHS recommends self-reporting if the student scores a “3” or better.

Student Signature **Date**

Parent Signature (if student is under 18) **Date**

Print Student Name

Print Parent Name

RETURN FORM (one of two options):

1. Sign and scan documentation and upload to PMHS Class of 2023 **Parent Signature for Transcript Release** form through student Office 365
https://forms.office.com/Pages/ResponsePage.aspx?id=FavmrYQ8YES4y3A_6inbnBKaJaetFX5DoNib6WLVWQJUQThOUkFBM0o0WjhBU0hXODAxVVc5VTA4Ni4u by **September 15**.

(Scan Tips: [IPhone Scan](#) or [Android scan](#)) OR;

2. If you are unable to scan and upload form, please have the student return signed form to the MHS Counseling Office by **September 15** or at least 1 month prior to 1st deadline.