



# Release of Records Form

IN ORDER TO PROCESS ANY COLLEGE, SCHOLARSHIP, OR OTHER APPLICATION, THE FOLLOWING STATEMENT MUST BE SIGNED AND ON FILE IN THE COLLEGE GUIDANCE OFFICE.

## Transcripts

- As part of the college application process, unless specifically requested otherwise in writing, I authorize the release of my permanent academic record (transcript) containing a list of my high school courses taken, grades earned, and F.C.A.T. scores as well as any other records requested by the educational institutions to which I apply.
- I understand that Archimedean cannot send transcripts on behalf of other secondary or post-secondary institutions I may have attended such as private schools, schools outside the Miami-Dade Public Schools District, or any universities, colleges, or other academic institutions in which I have completed Dual Enrollment courses. I recognize that I am responsible for contacting these institutions myself and following their specific procedures for having them send transcripts as well.
- If I am a recruited athlete, I authorize the release of my permanent record (transcript including test scores, if necessary) for recruiting purposes to the N.C.A.A., coaches, and other educational representatives.

## Academic Updates

- I understand that Archimedean Upper Conservatory's College Office will be sending university, college, and other program admissions officers updates on grades I earn and courses I am enrolled in throughout all of senior year as requested to assist in their admissions and scholarship decisions.
- I understand that these admissions representatives will be paying close attention to the courses taken and grades earned throughout senior year, even after I have been accepted, and understand that colleges and universities reserve the right to revoke any decision of acceptance should my academics weaken as senior year progresses

## Disciplinary Records

- I recognize that it is my school's responsibility to notify any educational institution to which I have applied or have been accepted of my current disciplinary standing and any change in my status at Archimedean Upper Conservatory all the way through to the end of my senior year, including my personal conduct record, and I irrevocably authorize such notification.
- Though it is Archimedean Upper Conservatory's policy and ethical responsibility to report student suspensions (both in- and out-of-school) if asked by a college or university, we do not report minor infractions resulting in detentions or work details.

## Recommendation letters

- I authorize Archimedean Upper Conservatory's college counselor, administrators, and teachers to submit letters of recommendation or descriptive statements in support of my application when requested either by myself or by the institution or program I am applying to.
- I understand that these letters will be sent by Archimedean Upper Conservatory's College Office DIRECTLY to the university, college, or program of interest and will not be returned to myself, any friend, or family member.
- I understand that these statements, forms, and letters are confidential, and I hereby waive any right to review their contents and be in possession of or handle them.

## Standard Test Scores

- I understand that it is my personal responsibility to have ALL standardized test (S.A.T. & A.C.T.) and Advanced Placement examination scores sent DIRECTLY from the testing agencies to all universities and colleges which require them for admissions and, if applicable, to the N.C.A.A. Clearinghouse.

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Student Signature

\_\_\_\_\_  
Date

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Parent Signature if Student is Under 18

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Date