



**HAZEL PARK HIGH SCHOOL  
PERMANENT TRANSCRIPT RELEASE**

Dear Senior,

As you approach the end of your high school career, it is important to acquaint yourself with the procedure used to notify prospective colleges of your high school performance. Each prospective college, university, technical school or scholarship agency will require an official copy of your high school transcript. In order for Hazel Park High School to honor any such request, you and/or your parent or legal guardian will need to sign a Permanent Transcript Release Form. If you are 18 years of age at the time of execution, only your signature will be required. Otherwise, both you and your parent/guardian will need to sign the form. By signing below, HPHS will be able to send your transcript to any educational agency designated by you without further written permission.

Please be aware that an executed form will not permit HPHS to send your official high school transcript to any employer, governmental agency or any investigative organization without specific written approval by you and/or your parent/guardian. This release specifically relates to educational facilities and/or scholarship agencies only. Hazel Park High School utilizes [www.parchment.com](http://www.parchment.com) to send transcripts electronically. Students should establish their account on Parchment to begin sending transcripts. An instructional video for establishing a Parchment account can be viewed at:

<http://support.parchment.com/link/portal/30029/30032/Article/753/Video-tutorial-Order-transcripts>

If you have any questions relating to the above, please contact the Counseling Office. Please sign the below form and return it to the Counseling Office as part of the registration process.

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**HAZEL PARK HIGH SCHOOL  
PERMANENT TRANSCRIPT RELEASE FORM**

I understand that by signing below, Hazel Park High School is authorized to send my official high school transcript to any school, college, university, technical school, financial aid or scholarship agency. I further understand that my transcript will not be sent to employers, governmental agencies or investigative organizations of any kind without my or my parent/guardian's written approval including requests using [www.parchment.com](http://www.parchment.com).

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Last Name, First Name (Please Print)

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Birth Date

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Student's Signature

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Parent or Guardian's Signature

YES I have viewed the Parchment video and established my Parchment account.