

## GENERAL RECORDS CONSENT FORM

NAME OF STUDENT: (Last) \_\_\_\_\_ (First) \_\_\_\_\_  
(Please Print)

I give my permission for Lafayette High School to release high school record data (official transcripts, test information, forms required by colleges, recommendations on file) ON REQUEST, for the purposes of job placement, military recruitment, athletic recruitment, college applications, scholarship programs, etc.

I understand that I, or my child, must fill out a request form – with Mrs. Easter, LHS Registrar, for each transcript needed. Requests must be made **ten working days before deadlines**. A fee of **\$4.00** will be charged for each transcript.

SIGNATURE OF PARENT: \_\_\_\_\_ DATE \_\_\_\_\_

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Students:

Please have your parent or guardian sign this form as soon as possible. You can then return it to Mrs. Easter in Guidance where it will be kept in your senior folder.

Please read the directions carefully.

***This is the only signature required, but you must request each transcript separately by completing a form with Mrs. Easter.***