

Lee's Summit West Counseling Center

2600 SW Ward Road
Lee's Summit, MO 64083
Phone: (816)986-4003
Fax: (816)986-4116



CURRENT STUDENT RECORDS RELEASE FORM

TODAY'S DATE: _____ YEAR OF GRADUATION: _____

STUDENT NAME: _____

STUDENT EMAIL ADDRESS: _____

To serve you better, we ask that you read our records policies below and sign to acknowledge them. Please contact your child's counselor if you have any questions.

1. Each student may request an unofficial transcript once each semester.
2. The Counseling Office will send an official transcript to every post-secondary program that the student notifies us they have applied to for admission and/or any educational agency for which the student requests through their Family Connection account. The transcript will include a record of all courses taken and grades earned.
3. After graduation, the Registrar will send an official, final transcript to the post-secondary institution/program where the student will attend.
4. All ACT scores in the student's permanent file will be included as part of each transcript request.
5. Students are encouraged to take advantage of the opportunity to have ACT/SAT scores sent directly from the testing agency to post-secondary programs in which they are interested. Colleges/universities will use the highest score received.
6. To request a transcript, please log onto your Family Connection account. The link can be found on the Counseling Center web-page, or by going to: <https://connection.naviance.com/family-connection/auth/login/?hsid=lswhs> and using your same login/password that you use for Powerschool.
7. No transcript will be sent until this form is signed and returned to the Counseling Center, and any request for transcripts after the date on the form will be covered by this release as well.
8. If the student is under 18 years old, a parent MUST sign this form.

Student Signature

Parent signature (if student under 18)

You may:

- Turn this form in to Ms. Madden in the Counseling Center

- Email form to Melissa.Madden@lsr7.net
- Fax form to 816-986-4116
- Mail to Lee's Summit West (address above)