

# TRANSCRIPT RELEASE FORM

**Shawnee Mission East High School**  
**7500 Mission Road**  
**Shawnee Mission, Kansas 66208-4298**  
**913.993.6600**      **telephone**  
**913.993.6886**      **fax**

**CEEB Code:172473**  
**www.smsd.org**

*Dear Seniors and Parents,*

*The Counseling Office must have your official permission to mail the relevant materials to those colleges, scholarships and other programs to which you are applying. Please read our record release policies below and then sign to acknowledge them.*

## TRANSCRIPTS

The Counseling Office will send an official transcript directly to every school to which a student applies. Each student is given five (5) free transcripts; all transcripts requested after the first five are \$2 each. ***It is the responsibility of the student to request each transcript needed by signing their pink transcript card in the counseling Office at least four weeks prior to the application deadline.*** Students are also responsible for providing an addressed manila envelope with three (3) Forever stamps for each school requiring a counselor recommendation, or an addressed business-sized envelope with a Forever stamp for each school requiring only a transcript.

- **Mid-Year Transcripts:** Many selective universities request a mid-year transcript. It is the student's responsibility to provide addressed business-sized envelopes and Forever stamps for each mid-year, as well as request these transcripts by signing their pink transcript card in the Counseling Office. If the student has surpassed five (5) free transcripts, each mid-year transcript is \$2.
- **Final Transcripts:** Every university requires a final transcript after final GPA and rank have been calculated. This final transcript, envelope and postage will be provided and mailed.

## STANDARDIZED TEST SCORES

- Standardized test scores, which are printed on the transcript, include results on all ACT exams, SAT Reasoning Tests, and SAT Subject Tests that have been released to Shawnee Mission East. Standardized test scores may be removed from the transcript only upon written request from a parent to the Counseling Office. The Shawnee Mission School District will grant this request, but it requires that *all* test scores be removed from the transcript rather than specific scores only.
- Some colleges and other programs may require that standardized test results be sent directly from the testing agencies. *It is the student's responsibility to accommodate such requests.*

(see reverse side)

## **RECOMMENDATIONS**

Students can expect that the staff members who agree to write recommendations on their behalf will be honest advocates. Recommendation letters written on behalf of the student are confidential documents, sent directly to the colleges and other programs to which a student is applying. It is understood that the parents(s) and student waive access to recommendations so that the recipients may place full faith in the perspectives being shared.

***I have reviewed, understand and accept the student record release policies above. I authorize Shawnee Mission East High School to release my transcript and other records listed above to colleges and other programs to which I intend to apply. It is my responsibility to inform the Counseling Office where to send my school credentials and of the deadlines for each program. I understand that all teacher and counselor recommendations are confidential documents and hereby waive access to them.***

### **Both Student and a Parent/Guardian Sign Below**

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*Student Name (please print)* *Birthdate*

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*Student Signature* *Date*

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*Parent/Guardian Signature (if student is not 18 years old)* *Date*

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Please return this form to the Counseling Office at your earliest convenience. If you have questions, please contact your counselor. Thank you for your assistance.

**Counseling Office  
Shawnee Mission East High School  
7500 Mission Road  
Shawnee Mission, KS 66208-4298  
913.993.6630 (tel)  
913.993.6886 (fax)  
[www.smecounselor.org](http://www.smecounselor.org)**