



Central Bucks High School East

2025-2026

Step 1: Release of Records Student/Parent Authorization

Student Name: _____
(Please print your name clearly)

Major: _____
(If unsure, list multiple majors you are considering)

By signing below, I acknowledge and consent to the following:

I give permission to Central Bucks East to release the following records to colleges, NCAA, scholarships, and enrichment programs, as needed: Official Transcripts, Secondary School Report, recommendations, Mid-year and final grades and School Profile.

I am aware that all requests require a minimum of **15 school days to process after you submit your request through Naviance.** (Students can begin to make requests in Naviance on Sept. 9th). **This form is NOT a transcript request.**

I am aware that if I ask for a letter of recommendation from my School Counselor, I need to fill out the **Counselor Recommendation Questionnaire** in Naviance, under "Surveys". The paper copy of the **Counselor Recommendation Request Form** will need to be submitted to Mrs. Kozman in C106. (form available in C106 and on website beginning Sept. 9th).
Failure to do so will result in a delay in writing/sending a recommendation letter.

I acknowledge that recommendations and Secondary School Reports are confidential, personal in nature, and are not part of my educational record. I hereby **waive my right** to view recommendations at any time.

I acknowledge that if I add, drop, or change my senior year classes, it is my responsibility to notify each college to which I have applied.

I authorize the release of records as described above. I understand this authorization will expire July 31, 2026.

THIS FORM AUTHORIZES US TO SEND YOUR APPLICATION DOCUMENTS. YOU MUST STILL ADD TRANSCRIPT REQUESTS IN NAVIANCE and REQUEST RECOMMENDATIONS (IF NEEDED).

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Please submit this form to Mrs. Cynthia Kozman in Room C106

Office Received: _____