

GENERAL RELEASE/REPORTING CLASS RANK FORM

RE: \_\_\_\_\_

Student's Name

Class of \_\_\_\_\_

Dear Student & Parent:

The Elementary and Secondary Educational Act of 1974 requires you be notified that a transcript has been requested by a college, high school, prospective employer, armed forces, or a federal, state, or local branch of our government.

Rather than delay the mailing of a transcript and possibly adversely affecting you or your child's application, we are asking that this form be completed and returned to the Guidance Office.

I give my permission to Monsignor Donovan High School to send transcript of grades, SAT/ACT testing scores to any federal, state or local branch of government, educational institution (college, high school or post-secondary scholarship) or prospective employer that my child requests. I am aware that this request must be submitted in writing.

Reporting of class rank is optional. The Grade Point Average (GPA) will, however, be reported for all students on all transcripts. Indicate below your choice.

I do \_\_\_\_\_ authorize the Guidance Department to **release my rank in class** on all transcripts.

I do not \_\_\_\_\_ authorize the Guidance Department to **release my rank in class**.

I do \_\_\_\_\_ authorize the Guidance Department to include my grade 11 \_\_\_\_\_ AP score  
\_\_\_\_\_ AP score  
\_\_\_\_\_ AP score

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Return to the Guidance Office before **OCTOBER 11, 2011**

**NO APPLICATION WILL BE PROCESSED WITHOUT THIS FORM**