

# *Cold Spring Harbor Jr./Sr. High School*

## **Counseling Center**

82 Turkey Lane, Cold Spring Harbor, NY 11724-1799  
Phone (631) 367-6840 ▪ Fax (631) 692-7096

[www.csh.k12.ny.us](http://www.csh.k12.ny.us)

Justin Arini  
**Director of Guidance**

Heather Friedland ▪ Mary-Jo Hannity ▪ Lori Messina ▪ Jennifer Pickering ▪ Jonathan Woods  
**School Counselors**



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## **AUTHORIZATION FOR RELEASE OF RECORDS**

Student Name \_\_\_\_\_

By signing below, you are giving permission for Cold Spring Harbor High School to release the following information to colleges, schools, the NCAA Eligibility Center, and scholarship providers: transcripts, mid-year report card, and letters of recommendation. Please note that mid-year grades are automatically sent to colleges. If a student is admitted to a college through an Early Decision Agreement, mid-year grades will only be sent to the Early Decision school. Documentation for students with disabilities (this may include a copy of an IEP, 504 plan and/or testing results) may be sent as well, though families must request this documentation directly from the Special Education Department.

After the Counseling Department has processed the application and the transcript has been sent, it is the student's responsibility to send additional data requested by the college, such as standardized test scores which must be requested to be sent officially by the College Board and/or ACT.

Please note that college admissions offices will be notified of any changes in your child's senior year schedule after his/her application and transcript have been sent.

*I have reviewed my child's transcript for accuracy and authorize Cold Spring Harbor High School to send the information outlined above regarding my child.*

Signature of Student \_\_\_\_\_

Date \_\_\_\_\_

Signature of Parent \_\_\_\_\_

Date \_\_\_\_\_