

**THIS FORM MUST BE SUBMITTED TO THE COUNSELING OFFICE  
BEFORE ANY TRANSCRIPT CAN BE SENT**

**NORTHWEST HIGH SCHOOL  
Release of Records &  
Early Decision Acknowledgement**

**Please drop off a copy of this signed document to the Counseling Office.**

**Release of Records**

**Public law 93-380 requires a parent/guardian signature before records can be released. We are not permitted to release any information without written authority.**

I authorize the Counseling staff of Northwest High School to release my child's scholastic record, activity record, and any other pertinent information to college/universities, scholarship organizations and internship organizations as requested by my child.

**Early Decision Acknowledgement** *(if applicable)*

From the National Association for Admission Counseling Statement of Principles and Good Practices

Early Decision (ED) is the application process in which students make a commitment to a first choice institution where, if admitted, they definitely will enroll. While pursuing admission under an ED plan, students may apply to other institutions but may have only one ED application pending at any time. The institution must notify the applicant of the decision within a reasonable and clearly stated period of time after the ED deadline. Usually, a nonrefundable deposit must be made well in advance of May 1. Institutions with ED plans may restrict students from applying to other early plans. Institutions will clearly articulate their specific policies in their ED agreement.

If you are accepted under an ED plan, you must notify your counselor immediately and must promptly withdraw the applications submitted to other colleges and universities and make no additional application.

Student name: \_\_\_\_\_ Student ID#: \_\_\_\_\_

By signing below, I affirm that I have read and understand the Release of Records and the responsibilities of the Early Decision Acknowledgement process.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date