



HIGH SCHOOL RELEASE FORM

PLEASE PRINT

SID _____

Student's Name _____ Date: _____
Last First Middle

Address _____ WA _____
Street City Zip Code

Birth Date _____ Grade Level _____ High School _____

TO BE COMPLETED BY HIGH SCHOOL: This form is to be used for all students who are NOT high school graduates, or whose class has not yet graduated, in order to attend Olympic College for the purpose designated below. Form must be signed by the student, their parent, and high school official.

RELEASE GOOD FOR: Year: _____ ☐ Fall ☐ Winter ☐ Spring ☐ Summer ☐ Any quarter

1. ☐ Course(s) listed have been approved to be used for high school graduation (student must personally request an official Olympic College transcript be sent to the high school at completion of course of study).

High School Course Required	HS units	Olympic course

2. ☐ Student may take course(s), but not for high school credit.

Student's Signature _____ Date _____

Parent's Signature _____ Date _____

High School Official's Signature and Position _____ Date _____

INSTRUCTIONS FOR COMPLETING RELEASE OF ASSIGNMENT OF STUDENT FORM:

- Effective Winter quarter 1978, AND ALL SUBSEQUENT QUARTERS, Olympic College will require all students who are not high school graduates or whose class has not graduated to have a Release of Assignment of Student form on file with the office of Registration and Records prior to registration and class enrollment.
- The completion of this form will be required for ALL students regardless of the course, UNLESS the course is designated for enrollment of high school age students or is a Community Service course.
- Olympic College maintains its right to deny class admission to a high school student if the college feels such admission is not in the best interest of the student, the college, or both.
- An official Olympic College Transcript may be ordered on the National Student Clearinghouse website (www.studentclearinghouse.org). This is how a student obtains a transcript of their academic record; it **MUST** be signed by the student. The student's college transcript will not be released without the student signature.
- SPECIFIC INSTRUCTIONS:
 - The Release of Assignment of Student form must be properly completed and signed so that a student may register for a course(s). The student, parent or guardian, and the authorized high school official must sign the form.
 - High school personnel will be responsible for supplying information required under Option 1. (This will assure all parties that the student is placed accurately.)
- Distribution: ☐ OC Registrar ☐ Student copy ☐ Student High School record