



### Records Release Authorization – Instructions

Admissions Counselors (AC) may use the “Records Release Authorization” to obtain educational records of Job Corps applicants. The following information explains the sections of the form.

- To:** Agency from which the AC/OA office is requesting information (verify correct and current address)
- From:** Name of the AC requesting the information
- Date of Request:** Date when the request is sent
- Date of Receipt:** Date when the AC received the requested information (or date when the center received the requested information, if the form was sent to the center as documentation that the AC has made the request prior to a student’s enrollment/arrival)
- Academic Transcript or Copy of HSD:** Send request to the high school or middle school office (**NOT** to the guidance or counseling offices, which are **often closed during school breaks and vacations**).
- HSE Transcript or Copy of Certificate:** Send to the HSE testing site where the applicant took his or her HSE tests.
- IEP or 504:** Send request to the Office of Special Education, or the high school or middle school office.
- Mail to:** Enter the recipient’s address.
- Telephone Number:** Enter the AC’s contact number.
- Name, Signature, and Date:** To be completed by the person responding to the request
- Student Information:** To be completed by the AC with information provided by the applicant
- Information Release Authorization:** To be completed by the applicant or the applicant’s parent or guardian (if applicant is an unemancipated minor), with assistance from the AC