



OLYMPIC COLLEGE  
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](http://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