

## WAIVER AGREEMENT

Re: Waiving access to Records/Recommendation Letters

Please TYPE your Student ID#, Last name, First name and any other name you use.

Print this page, read the statement below, and if you agree to the terms, sign the statement and include your parent/guardian's signature.

OPHS Student ID# \_\_\_\_\_

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Student Last Name

First Name

Other Name

The signatures below are the authorization for Oak Park High School to send official high school transcripts and letters of recommendation to colleges, financial aid offices, athletic departments, scholarship agencies or other offices involved in the college admissions process.

***We acknowledge that recommendations written by Oak Park High School counselors and teachers in support of applications are written with the understanding that they are confidential communications, to be read by the admissions officers and/or financial aid offices, athletic departments and scholarship agencies at the colleges and universities designated by the student and that we will not request access to them.***

***We, the undersigned, understand and agree to these conditions:***

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Parent/Guardian Signature

Date

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Student Signature

Date

Counselors will start meeting with students the week of Sept. 6th. Request for a counselor recommendation is done at the 1:1 meeting. These meetings are for students only. Please refer to the chart below for specific dates.

Application Due Date	Deadline to Request Letter of Recommendation
Before October 1	Week of September 6*
October 15	September 15*
November 1	September 30*
November 15	October 14*
December 1 - January 15	November 4*
After January 15	At least 3 weeks before deadline*
*Requests submitted after the deadlines may not be submitted by the application deadline and will not be given the same time and personalization as letter requests submitted by stated deadlines.	