



**Pelham Memorial High School
Counseling Office
575 Colonial Avenue
Pelham, NY 10803
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**Eugene Farrell, Director
School Counselors:
Ms. Margaret Ellis
Mr. Luis Barceló
Ms. Katelin Cuccia
Mr. Terence Huvane
Ms. Andrea Pellicane**

September 1, 2023

Dear Senior Parent/Guardian,

Located in the Infinite Campus portal is a copy of your child's high school transcript. If your child is applying to colleges in the fall, this is the document that will be submitted with his/her college application materials. Please review the transcript very carefully.

After reviewing and approving your child's permanent academic record, please sign the authorization below. By signing the bottom of this letter and returning it by Friday, **September 15, 2023** to the Counseling Office, you will be authorizing the submission of this document. Without the signed copy we will not be able to complete and mail your child's applications.

If you have any questions or concerns, please contact your child's counselor.

Best Regards,

Eugene Farrell
Director of Counseling Services

EF:lr

I have reviewed my child's _____ transcript and grant permission for the Counseling Department to release it for the sole purpose of my child's college application.

Parent/Guardian's Signature