

## CPSB Academic Consent Form 1504

- **Primary Use:** Enables students to register for tests, dual enrollment, and vocational certifications
- **Frequency:** Once; One form required per item
- **Responsible Party:** Distributed by teacher utilizing the assessment or service/Included in dual-enrollment packets
- **Examples for use:** Advanced Placement, CLEP, HiSET & GED, NCCER, dual-enrollment courses

### Instructions

1. The form is available [here](#).
2. A form must be created for each student registration for exams, dual enrollment, and vocational certification.
3. The name of class and the test, organization, college, and/or service/app must be entered into the form.
4. To enter multiple items, please enter "See Attached List" in the form and attach a complete listing of the exams, dual enrollment, and/or vocational certification with the form.
5. Each teacher is responsible for printing and distributing the forms to his/her students, collecting the signed copies, and entering the consent into JCampus (see tracking instructions below).
6. The signed forms must be submitted to the school's front office for filing in the students' cumulative folders.



## CPSB Transcript Release Form 1505

- **Use:** Required for the release of student transcripts to private Louisiana and public/private out-of-state postsecondary education institutions
- **Frequency:** Once; One form required per student
- **Responsible Party:** School counselor

### Instructions

1. This form is available [here](#).
2. Once a counselor receives a transcript release request, he/she must send home the consent form with the student making the request.
3. The student must return the signed consent form before the transcript is released.
4. Only one consent form is needed per student, regardless of the number of transcript release requests.
5. Counselors may track the transcript release request forms in the same manners as the academic consent forms (see tracking instructions below).



## LDOE LOFSA/TOPS Consent Form

- **Primary Use:** Required for 8-12 students to report TOPS eligibility to Louisiana Dept. of Edu.
- **Frequency:** Once in grade 8; One form required per student (parent may revoke consent at any time)
- **Responsible Party:** School counselor; entered into JCampus by counselor

### Instructions

1. The form is available [here](#).
2. The schools will distribute and collect the forms in homeroom.
4. Once the signed form is returned to the school, the counselors must enter the special code "CON" in JCampus to flag the students that have consent.
5. For students whose parents declined to provide consent, please use the special code "DNC."
6. For students whose parents have changed their consent preference, counselors must remove the existing code ("DNC" or "CON") and enter the new code ("DNC" or "CON").
7. The signed consent form is valid year to year, unless specifically revoked by the parent/guardian.

