

COUNSELING OFFICE - TRANSCRIPT RELEASE FORM

A Transcript Release Form is necessary for each college or scholarship application

Please Note: This request should be submitted immediately following online or mailed-in submission of application.

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Student Name (**Please Print**)

.....
Date

.....
Deadline for Application.....

.....
College/Scholarship Name & Address.....

For Office Use Only

Documents Included

Please Circle

- Fee Waiver
- Midyear Report
- Recommendations
- Secondary School Report

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Year of Graduation.....

.....
Applied On-Line? Yes..... No..... If Yes, Date.....

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Applied by paper application Yes..... No..... If Yes, Date.....

.....
Send with Teacher Recommendations? Yes..... No.....

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If Yes, which teachers?.....

.....
Send with AP Exam scores Yes..... No.....

.....
Your Signature.....

.....
Parent Signature (if student is under 18).....

All SAT I and II and ACT scores must be directly reported by the College Board to each school to which you apply. These scores will no longer be included with the transcript.

(Please note it is the student's responsibility to have letters of recommendation sent to the Counseling Office)