

Middle Township High School Guidance Office

TRANSCRIPT RELEASE FORM - CURRENT STUDENT

FOR OFFICE USE ONLY Date Received _____
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***** Transcript Release Requests must be received by Guidance at least 10 school days prior to the application due date.*****

Student Name: _____

Date Submitted to Office: _____

Please send my transcript to (include college name, city and state):

College Name, City and State <i>(use an additional form for more than five schools)</i>	Application Deadline	Early Decision? (✓ if yes)	Early Action? (✓ if yes)	Regular Decision (✓ if yes)	Application Method (Indicate Common Application or Coalition Application or Direct to Institution)

If you are applying via Common Application be sure to:

- Match your Naviance account to your Common Application account (Check prompt in Naviance on the “Colleges I’m Applying To” screen)
- Complete the FERPA waiver on your Common Application (see the “My Colleges” tab, click on a college, then go to Recommenders & FERPA)

Letter(s) of recommendation from Teachers (please indicate name of teacher and what college(s) you want the letters sent to)

Teacher Name (list only teachers who have verbally agreed to write a letter for you)	Send to College(s):

___ **Secondary recommendations are attached/enclosed (coaches, bosses, community members, mentors, etc., if applicable). Please indicate on a note which colleges you would like it sent to.**

By signing below, I affirm that I have submitted application materials to the school listed above, and I authorize the MTHS Guidance Department to release my transcript to the school.

Parent signature (if under 18 years of age): _____ Student Signature: _____ Date: _____