

FOR OFFICE USE ONLY

Date Received: _____

Date sent to counselor: _____

Date sent Naviance/Fax/Mail: _____

Middle Township High School Guidance
TRANSCRIPT RELEASE FORM - CURRENT STUDENT

One form for each College/University

**** Transcript Release Requests must be received by Guidance at least 10 school days prior to the application due date.**

Student Name: _____ Date: _____

Early Decision application? (circle one) Yes No

College/University/Institution transcript is to be sent to: _____

Has this college been added to the "College I'm Applying To" list in my Naviance profile? Yes No

Is this a Common Application? Yes No

 If Yes, have you matched your Naviance profile to your Common Application Profile? Yes No

 If Yes, have you completed the CA FERPA on your profile in Naviance? Yes No

Documents you are requesting to be sent with your transcript. (College Admission requirements vary. You may not need to send all of the following.)

Check off the items that need to accompany your Transcript:

___ Counselor recommendation required? Yes No

___ Letter(s) of recommendation from Teacher/Admin/Coaches/Other

 Recommender Name: _____

 Recommender Name: _____

 Recommender Name: _____

Select all that apply:

___ College does not accept electronic documents.

 Mailing Address: _____

___ Recommender is not using Naviance and will send letter separately.

___ Recommendation is attached/enclosed.

___ Other information needed (please specify) _____

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): _____ Date: _____

Student signature: _____ Date: _____