

# NORTH HAVEN TRANSCRIPT REQUEST/RELEASE FORM

## Section A – To be completed by student:

Student's Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_

Counselor: \_\_\_\_\_ Class: \_\_\_\_\_ Date: \_\_\_\_\_

**Note: College applications** should be submitted to the Counseling Office **FOUR (4)** weeks prior to the college deadline. **Scholarships** requiring transcripts should be submitted **ONE (1)** week prior to the deadline.

I hereby authorize North Haven High School to release my academic records and other requested documents to the following institution(s). NHHS is further authorized to release my records to appropriate organizations for athletic consideration, scholarships, and/or other awards on program. **I understand it is my responsibility to have my SAT and/or ACT scores sent to these institutions.**

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

<b>FOR OFFICE USE ONLY</b>									
Name and Address of Institution	Appl. Deadline	Date Rec'd	Postage/Envelope	Activ Sheet	Couns Report	Mid-Year	Couns. Recom. Letter	Trans #/Sent	Other Info. Sent

**Students are responsible for providing postage and addressed envelopes for each application submitted to the Counseling Office in order to have first term, mid-year, and/or final transcripts forwarded to schools. (Refer to college application process handout for details.)**

Note: Not all applications require a counselor recommendation, please see your counselor if you need one.

## Section B – To be completed by Parent/Guardian:

In accordance with the Family Education and Privacy Act of 1974, I hereby authorize North Haven High School to release my student's academic records and other requested documents to the institution(s) listed above and following. In addition, I give my student permission to add to the list without further signature from me. North Haven High School is further authorized to release my son's/daughter's records to appropriate organizations for athletic considerations, scholarships, and/or other awards or programs. **I also understand it is the student's responsibility to have SAT and/or ACT scores sent to these same institutions.**

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

