

FOR OFFICE USE ONLY

Date Rec'd: _____

Date sent to counselor: _____

Date Sent Naviance/Fax/Mail: _____

Middle Township High School Guidance TRANSCRIPT RELEASE FORM - CURRENT STUDENT

1 College per Form

****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 App. 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 Dept. to release my transcript to the school.

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

Student signature: _____ Date: _____