

College(s) that you are applying to utilizing school portal (ie not using the Common Application or other platform):

***Please make sure that the information provided below is complete and accurate.

1. **Name of College/University:** _____
Application Deadline: _____
Method (email, mail, fax, etc?) _____
Provide the email, fax, or mailing address where the transcript should be sent:

Additional items to be sent with transcript: Please check all that apply:

- Secondary School Report (student must provide)
- Counselor Letter of Recommendation
- Other: _____

2. **Name of College/University:** _____
Application Deadline: _____
Method (email, mail, fax, etc?) _____
Provide the email, fax, or mailing address where the transcript should be sent:

Additional items to be sent with transcript: Please check all that apply:

- Secondary School Report (student must provide)
- Counselor Letter of Recommendation
- Other: _____

3. **Name of College/University:** _____
Application Deadline: _____
Method (email, mail, fax, etc?) _____
Provide the email, fax, or mailing address where the transcript should be sent:

Additional items to be sent with transcript: Please check all that apply:

- Secondary School Report (student must provide)
- Counselor Letter of Recommendation

Release of Student Records

The law requires that schools receive written permission signed by the parent/guardian before transcripts and other student records can be released to a third party. Please submit original signatures and not a faxed copy.

I give approval to have transcripts and other student records sent by U.S. Mail or transmitted electronically to those listed above when a request to do so is made by my son/daughter.

Signature of Parent/Legal guardian: _____

Date: __/__/__

Student signature: _____

Date: __/__/__

If this form is not submitted in the above-mentioned time frame the processing of your transcripts/recommendation letter will be delayed and the college(s) may not receive them by the application deadline.