



Whitney Point High School
Transcript Request Form

Student Name: _____

Date: _____

Application system (SUNY.edu, Common App, Going Merry, etc.): _____

These systems usually request records electronically. We will submit records when we receive a release from the system.

College or University: _____

Name of Recipient (admissions or coach name): _____

Please circle how we should submit your transcript: Email Mail Fax

Address or fax number: _____

College or University: _____

Name of Recipient (admissions or coach name): _____

Please circle how we should submit your transcript: Email Mail Fax

Address or fax number: _____

When submitting application materials to college, please notify your counselor at least one week prior to the application deadline. Processing time is required to submit transcripts and other related materials. Please keep in mind upcoming holidays. We can only submit materials on business days.

Please read the following statements and sign at the bottom:

- I authorize the release of my high school transcript, standardized test scores and other relevant school records to the colleges, universities and scholarships to which I will apply.
- I understand that teacher and counselor recommendations are confidential documents and I hereby waive access to them.
- I understand that it is the policy of Whitney Point High School to inform colleges of serious disciplinary matters (i.e., those resulting in probation, out-of- school suspensions, or dismissal), and I authorize the release of that information.
- I acknowledge my obligation to be honest on my applications with the colleges and scholarships to which I am applying.
- I understand that my application cannot be processed by the college and university admissions, or scholarship committee, if it has not been completed according to the instructions and that any known falsification or omission of relevant data may result in the denial of admissions.

Student Signature: _____

Parent/ Guardian Name: _____

Parent/ Guardian Signature: _____

Date: _____