

TRANSCRIPT REQUEST / RECORDS RELEASE

Must be handed in the School Counseling Office *at least 2 weeks* before application deadline

First Name

Middle Name

Last Name

Email Address

Date

Student Responsibilities:

(check complete)

- Add College to Naviance
- Send SAT/ACT etc. scores directly from testing agency
- Complete senior information sheet in Naviance
- Submit application and application fee

SHS will transmit the following:

(check all applicable)

- Transcript
- Counselor Recommendation Letter
- Schedule/ Report Card
- Accuplacer scores (community colleges)
- School Profile
- Teacher Recommendations received to date
- Fee Waiver (if applicable)*
Initial here if you have discussed a fee waiver with your counselor and qualify _____

By signing below I agree to allow Sanford High School to release my records to the college or scholarship listed below and understand I am responsible for submitting all other required materials.

Signature _____

Due Date: _____

Submitted application Y N

Common Application School? Y N

College or Scholarship Name

Address

Address

City

State

Zip Code

For Office Use Only: Date Received by Guidance: _____