

TOLLAND HIGH SCHOOL COUNSELING DEPARTMENT TRANSCRIPT REQUEST FORM

NOW: Complete the top portion of this sheet and hand in to the counseling office.

Student: _____ Date submitted: _____

Counselor: _____

We (I) give approval for the release of the transcript of the above named student to the following (please check all that apply):

_____ Colleges/Universities/Post-Secondary Institutions

_____ Athletic Departments

_____ NCAA Clearinghouse

_____ Scholarship Programs

_____ Other: _____

This authorization needs to be completed only once for the academic year, and will be in effect for one year from the date of submission.

Parent/Guardian (required if student under 18 years old)

Date

Student

Date

LATER: When you are ready to have your supplemental materials (school report, transcript, recommendations, etc.) sent, do the following:

A. In Naviance Student:

- Indicate schools you are applying to on the "Colleges Applying To" screen
- If using the Common Application, you must match your Common App account to Naviance Student. Do this by clicking Match Accounts in the red bar. You must complete the FERPA waiver and list schools in the Common App **before** completing this step.
- If you have not already done so, complete the "Add Teachers" for recommendations at the bottom of the "Colleges Applying To" screen.

B. Return to the counseling office and request this sheet. Fill in the information on the back of this form and submit to Mrs. Richards or your counselor.

No transcripts will be sent until noted on this form. If you submit applications at different times, you **MUST** come to the Counseling Office to add them to this form.

Your materials *WILL NOT* be sent without these steps completed!!!

TRANSCRIPT REQUESTS MUST BE SUBMITTED AT LEAST 10 SCHOOL DAYS PRIOR TO ANY DEADLINE

REVISED: 9/2018

Date Submitted to THS	College Applying To	Application (Circle one)	App Deadline	Date Counselor Received	Date Counselor Sent	1 st Quarter Grades Requested/ sent		Midyear Report Requested/ sent	
<u>Example:</u> 11/1	Tolland University	Common App College Online App Paper App	1/13						
		Common App College Online App Paper App							
		Common App College Online App Paper App							
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Names of teachers writing a recommendation:

1. _____ 2. _____ 3. _____