

Please note: There is a minimum of 10 school days to process your application once your transcript has been approved.

JERICHO HIGH SCHOOL COUNSELING CENTER RECORDS RELEASE FORM

Student's Name: _____ Date of Birth: _____

Teacher Recommendations (Please list in priority order):

1. _____ 2. _____ 3. _____

Before your transcript can be sent, the following steps need to be completed:

- Review and approve your high school transcript found on the Student Records page. Return the signed copy to Mrs. Wright in the Counseling Center.
- Sign the FERPA Waiver & Authorization on the Common Application.
- Go to the "Colleges I'm Applying To" section on Naviance and complete the *Common App Account Matching* process.
- Make sure all colleges below are listed in the "Colleges I'm Applying to" section on Naviance (Including all those colleges not on the Common Application).

PLEASE RELEASE MY RECORDS TO:

Name of College/University	ED, EA Priority, Rolling or Reg.	Application Deadline	Special Instructions (if applicable)	Office Use Only

- *I understand that it is my responsibility to request that an official copy of my SAT, ACT and AP Score Report be sent directly to all institutions listed above.*
- *I am requesting that my official transcript and letters of recommendation be sent directly to the colleges/universities listed above.*

Student's Signature

Date: _____

Parent's Signature

Date: _____

Guidance Office Use Only: Date Received: _____ Date Sent: _____	Counselor: Transcript Reviewed: _____ Colleges Added: _____ Letter Completed: _____
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