

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

(This form must be completed for each college to which you apply.)

Student's Name: _____ Date of Birth: _____

Please release the records indicated below to:

Name of College/University: _____

Address: _____

Part I:

Please check one:

_____ Applied Online

_____ Paper Application Attached

Please check one:

___ Early Action

___ Early Decision

___ Rolling

___ Regular Decision

Application Deadline: _____

Part II:

I am including the following with this request:

___ Activity Resume

___ Essay

___ Other – Please describe: _____

___ Outside Letter of Recommendation

___ Application Payment

Part III:

Official scores must be sent directly to the colleges via the College Board or ACT websites or over the phone. The websites are: www.collegeboard.com and www.actstudent.org

I understand that it is my responsibility to request an official copy of my SAT and/or ACT scores be sent directly to the college/university.

Student's Signature/Date

Parent's Signature/Date

I am requesting that my official transcript be sent directly to the college/university listed above.

Student's Signature/Date

Parent's Signature/Date

Guidance Office Use ONLY: Date Received: _____ Date Sent: _____