

# Huntingtown High School Transcript / Consent for Record Release

Student Name: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Email Address: \_\_\_\_\_ Student id #: \_\_\_\_\_

Please print neatly.			Are letters of recommendation being sent with the transcript?	Do you need a Secondary School Report form completed?*(Yes or No— <b>*see explanation at bottom of page)</b>		Have you submitted the application? (Yes or no)
College/University, Military, Scholarship, Employer, Trade/Technical School, NCAA, etc.	Application Deadline	Do you need a Counselor Letter of Recommendation? (Yes or No)	If so, indicate the recommenders' name in spaces below		Are you using the Common Application/SENEDU, or does it need to be mailed? Circle one	If no, see your counselor
					Mail Common App SENEDU Return to student	
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## Release of Student Records

The law requires that schools receive written permission signed by the parent/guardian before transcripts and other student records can be released to a third party. I give approval to have transcripts and other student records sent by U.S. Mail or transmitted electronically via Common Application or another online application (not via e-mail) to those listed above when a request to do so is made by my son/daughter.

Signature of Parent/Legal guardian: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Student signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Please note: Official SAT/ACT scores must be sent from the College Board or ACT.

**\*Colleges that have their own electronic application may require the completion of a Counselor Report or Secondary School Report form. This additional document may usually be found attached to the on-line college application and must be turned in with the transcript request for timely processing. Schools using the Common Application or SENEDU need no additional forms.**

Office use only: Date Received: \_\_\_\_\_ Date Processed: \_\_\_\_\_