

Palmer High School ~ College Transcript Release Form – 2009/2010

STUDENT _____ COUNSELOR _____

To ensure that the college(s) that you apply to receive the appropriate information, please fill out the requested information and return it to your counselor **15 working days** prior to the deadline (or earlier if possible). This form, along with an activity profile, must be handed to your counselor.

- A. List college – DO NOT use abbreviations (e.g. UMass – be specific: UMass Amherst)
- B. Type of Application - Early Action, Early Decision (requires supplemental agreement along with application), or Regular Decision
- C. Type of Application Form – Common Application or a specific application provided by a college. The Common Application requires additional forms
- D. Supplements – Some colleges require additional forms/information – check specific college requirements

Office Use Only
Date Mailed: _____

1.) A. College: _____ Date Submitted to Guidance: _____ Application Deadline: _____

B. Type of Application: *Early Decision* _____ *Early Action* _____ *Regular Decision* _____

C. Type of Application Form: *Common Application* _____ *Specific College Application* _____

If using *Common Application*, check to ensure you have attached ALL of the following downloadable forms:

Teacher Evaluations (two forms required) _____ *Secondary School Report* _____ *Midyear Report* _____ *Final Report* _____ *Supplement (if needed)* _____

**** If using a specific college application, be sure that you have completed any additional forms required. Most applications require two teacher recommendations.**

Office Use Only
Date Mailed: _____

2.) A. College: _____ Date Submitted to Guidance: _____ Application Deadline: _____

B. Type of Application: *Early Decision* _____ *Early Action* _____ *Regular Decision* _____

C. Type of Application Form: *Common Application* _____ *Specific College Application* _____

If using *Common Application*, check to ensure you have attached ALL of the following downloadable forms:

Teacher Evaluations (two forms required) _____ *Secondary School Report* _____ *Midyear Report* _____ *Final Report* _____ *Supplement (if needed)* _____

**** If using a specific college application, be sure that you have completed any additional forms required. Most applications require two teacher recommendations.**

Office Use Only
Date Mailed: _____

3.) A. College: _____ Date Submitted to Guidance: _____ Application Deadline: _____

B. Type of Application: *Early Decision* _____ *Early Action* _____ *Regular Decision* _____

C. Type of Application Form: *Common Application* _____ *Specific College Application* _____

If using *Common Application*, check to ensure you have attached ALL of the following downloadable forms:

Teacher Evaluations (two forms required) _____ *Secondary School Report* _____ *Midyear Report* _____ *Final Report* _____ *Supplement (if needed)* _____

**** If using a specific college application, be sure that you have completed any additional forms required. Most applications require two teacher recommendations.**

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Office Use Only

Date Mailed: _____

4.) A. College: _____ **Date Submitted to Guidance:** _____ **Application Deadline:** _____

B. Type of Application: *Early Decision* _____ *Early Action* _____ *Regular Decision* _____

C. Type of Application Form: *Common Application* _____ *Specific College Application* _____

If using *Common Application*, check to ensure you have attached ALL of the following downloadable forms:

Teacher Evaluations (two forms required) _____ *Secondary School Report* _____ *Midyear Report* _____ *Final Report* _____ *Supplement (if needed)* _____

**** If using a specific college application, be sure that you have completed any additional forms required. Most applications require two teacher recommendations.**

Office Use Only

Date Mailed: _____

5.) A. College: _____ **Date Submitted to Guidance:** _____ **Application Deadline:** _____

B. Type of Application: *Early Decision* _____ *Early Action* _____ *Regular Decision* _____

C. Type of Application Form: *Common Application* _____ *Specific College Application* _____

If using *Common Application*, check to ensure you have attached ALL of the following downloadable forms:

Teacher Evaluations (two forms required) _____ *Secondary School Report* _____ *Midyear Report* _____ *Final Report* _____ *Supplement (if needed)* _____

**** If using a specific college application, be sure that you have completed any additional forms required. Most applications require two teacher recommendations.**

✓ I have mailed, or intend to mail, my portion of the application and the application fee, including any supplementary material where applicable.

✓ I have had, or will have, my College Board (SAT), Subject Test(s), TOEFL, or ACT scores sent to all my colleges.

✓ I have given my teachers the required evaluation forms with stamped envelopes.

I hereby authorize the Guidance Department to release my transcript, temporary record, counselor recommendation, and Special Ed reports (if applicable) to the institutions listed above.

Parent Signature _____ Student Signature _____ Date _____