

Office Use Only

Date Received:

Received By:

**SOMERS HIGH SCHOOL
Counseling and Career Center (CCC)**

COLLEGE APPLICATION TRANSCRIPT RELEASE FORM

In order for transcripts to be sent to colleges, students must:

- Return completed form to CCC secretary AND
- Request transcripts to be sent to all colleges through Naviance.

The following information will be sent to the requested colleges:

Standard package sent from CCC Department:

- 1) Secondary School Report
- 2) Counselor Statement, if requested
- 3) Transcript
- 4) High School Profile
- 5) Student's classes for senior year

First quarter and midyear grades will be sent to all colleges when they become available.

Final transcripts will be sent to the college that the student chooses to attend as indicated in Naviance.

Student Name _____

School Counselor _____

Student Signature _____

Parent Signature _____

Date _____