Hamden High School
Transcript Request – Release Form

Important: Transcripts are sent electronically. Please complete the following steps before submitting this form to the School Counseling Office. Your applications CANNOT be processed without these steps being completed:

1. Log into your Naviance account and review submission information for each college you are applying to.
2. Indicate the colleges you are applying to below. Specify deadlines, if available.
3. For colleges that only accept paper submissions, please attach all required materials including addressed envelopes with two stamps and any secondary school reports, counselor recommendation forms, etc.

*****This completed form must be received 20 School Days prior to the college deadline for colleges that require special forms (recommendations, secondary school reports, etc.) to be completed by the counselor*****

Section A – To be completed by student:

Student Name: _____ Counselor Name: _____

I hereby authorize Hamden High School to release my academic records to the institutions listed below. _____

Student Signature

Shaded Area for Office Use Only

Colleges I'm Applying To:	Electronic (docufide) or Paper	App Type (Reg, EA, ED)	App Deadline	Counselor Letter (Yes or No)	Envelope	Date Received	Transcript Uploaded	Date Sent (E or M)	1st m.p. Mid-Year Grades Date Sent (E or M)
EX: Georgetown University	Electronic	Reg	1/15/2013						

Date Given to Counselor: _____

1st marking period grades are part of the transcript. College mid-year report forms and final transcripts will not be sent automatically; students are responsible for contacting the Counseling Office to have them sent if required by the college.

Section B – To be completed by parent if student is under age 18: In accordance with the Family Educational Rights and privacy Act of 1974, I hereby authorize Hamden High School to release the information checked above to the institution(s) listed above.

Parent/guardian Signature: _____ Date: _____

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