

Villa Joseph Marie High School  
Authorization to Send Transcript Form 2020-2021  
VJM School Code: 392990

\*Please return this form to Mrs. Bedrosian 10 working days prior to your earliest deadline.  
For any additional schools beyond this list, please see Mrs. Bedrosian

Student Name \_\_\_\_\_

Intended Major \_\_\_\_\_

**School(s) to which you are applying to:**

Name of School	Deadline	Decision Type (ED, EA, Rolling, RD)	Teacher letters to send: (prioritize)
_____	_____	_____	_____
_____	_____	_____	_____
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_____	_____	_____	_____

**Please check off that the following items have been completed/taken care of before submitting this request form:**

- Updated "Colleges I'm Applying to" list in Naviance to match the above list.
- Student Profile completed in Naviance for counselor letter.
- Submitted requests for Teacher Letters of Recommendation in person & through Naviance.
- Completed all parts of the applications (i.e. Common Application is submitted, along with supplements, portfolios, & essays).
- Submitted test scores through College Board and/or Actstudent.org (see us for fee waivers if applicable).
- Paid the application fee (if applicable).
- FERPA signed & Naviance/Common Application accounts matched.
- Registered with NCAA (if being recruited by a school for a sport).

**Please read the following statement & sign below:**

"I request that Villa Joseph Marie High School provide educational records, including grades, courses, and any other information required by the above named school. I understand that this information is to be used by the college admissions office in evaluation of my application & that this information shall be confidential. The school counseling office is NOT responsible for sending test scores and submission of student applications. The counseling office will submit Q1 grades, as requested by the college and Midyear/Final transcripts to schools once grades are posted and available."

\_\_\_\_\_  
Student Signature & Date

**For office use only:**

Date form submitted by student: \_\_\_\_\_

Date documents submitted to college by counselor: \_\_\_\_\_

\*Noted submissions in Naviance