

Sayville High School College Transcript Processing Form

CEEB CODE 335-075

Completed forms (one for EACH college applied to) must be given to your Guidance Counselor.

Please allow 10 school days for processing once student file is complete.

Student	Counselor (Circle One)	
	K. DeBrino	N. Santoro
	C. Restrepo	MJ. Stevens

College/University Name & Campus	City/State

<input type="checkbox"/> Early Decision or ED II	<input type="checkbox"/> Early Action	<input type="checkbox"/> Regular Decision
DUE DATE:	DUE DATE:	DUE DATE:

→ ☐ ED Agreement Online-must be completed

STUDENT CHECKLIST

Application Type: ☐ Common Application ☐ College Specific Application ☐ Coalition ☐ Niche ☐ Other

☐ Common Application **matched** to Naviance/All Schools Listed in Naviance

☐ FERPA waiver & authorization form completed on the Common Application:

☐ It is my responsibility to submit my SAT/ACT scores to colleges & the NCAA (Code: 9999).

*****IT TAKES 4-6 WEEKS FOR TESTING AGENCIES TO PROCESS*****

SAT/SAT Subject Tests – www.collegeboard.org

ACT – www.actstudent.org

☐ **Teacher Letters of Recommendation:**

I have asked my teacher(s) to write a letter of recommendation and upload it to **Naviance**.

Teacher name(s): _____

By signing below, I authorize Sayville High School to release my academic records including any standardized test scores, health records and special education data (if any). All letters of recommendation are confidential and not for review by students or parents. Should my course of study for 12th grade change for any reason, I understand it is my responsibility to notify each college admission office.

STUDENT'S SIGNATURE

PARENT/GUARDIAN SIGNATURE

FOR OFFICE USE ONLY

Date received in Guidance: _____

Returned to counselor on: _____

Completed: ☐ Transcript ☐ Essay ☐ Resume ☐ Survey ☐ LOR (1) ☐ LOR (2) ☐ SR & LOR ☐ ED Agreement

Submitted via eDocs/Parchment: _____ SUNY/Counselor Connect: _____ Hard Copy Mailed: _____