

Union Catholic HS Transcript Request and Release Form

Student Name: _____ School Counselor: _____

Allow at least 3 weeks for processing of all documents!

PLEASE **READ** AND **CHECK** **ALL BOXES** PRIOR TO SUBMITTING TO THE SCHOOL COUNSELING OFFICE VIA EMAIL (transcripts@unioncatholic.org):

- The **Student Brag Sheet, Parent/Guardian Brag Sheet, Teacher Prompt Surveys, and Resume** are updated & completed on Naviance.
- The following colleges have been added to the **“colleges I’m thinking about”** list on Naviance.
- If required, official **SAT** (www.collegeboard.org) and/or **ACT** (www.actstudent.org) **scores** have been sent to colleges. ***UC does not report scores!***
- The **Letter of Recommendation Requests** have been submitted via Naviance.
- Common App and Naviance accounts have been **matched**. (Refer to [video series](#) for instructions.)
- Each page** of the Transcript Request and Release Form is signed by a parent/guardian. After initial request, please submit Page 2 of this form for every 5 additional colleges.

List teacher recommenders in priority order:

1. _____ 2. _____

As Parent/Guardian of the above named student, I hereby authorize the School Counseling Department of Union Catholic Regional High School to release my student’s official transcript record to the above institution and/or scholarship agency for academic/athletic purposes during the current school year. The transcript consists of: courses taken, grades earned, GPA, & class rank. Mid-year reports listing your student’s senior year courses & the semester average in those classes will be automatically transmitted to each college. I waive my right to view confidential letters of recommendation & forms completed by the school under the terms of the Family Education Rights & Privacy Act (FERPA).

Signature of Parent/Guardian _____ **Date** _____

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Student Name: _____

School Counselor: _____

SEND TRANSCRIPT TO:

College/University/Organization/Scholarship _____

City, State _____

Admissions Type & College-Appointed **Deadline:** _____ (mm/dd/yy)

Early Decision Early Action Rolling Regular

How are you applying to this College/University/Organization/Scholarship?

Common App Coalition Application School-specific application Paper via US Mail

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Signature of Parent/Guardian _____ **Date** _____

FOR OFFICE USE ONLY: _____
Teacher 2 _____
Teacher 1 _____
Counselor Rec _____
Midyear _____
Courses _____
Tx _____
Date submitted on Naviance _____
Counselor signature _____
Date rec'd _____