

Records Release Form for Naviance

Central Islip High School

All letters will be sent, if allowable

Which teacher letter would you want sent first (if only one letter is allowed)?
1. _____
2. _____

Student Name: _____ Student ID _____

Please complete all parts of this form carefully. Schedule an appointment with your counselor and submit this required form in person. Once handed in, the school has **up to 14 school days** to send out the necessary materials

The Common Application information is only used for facilitating the sending of supporting application materials, not for changes to the actual application. Please write clearly.

| College Name | Decision Type (EA/ED/ED II/Priority/Regular) | Major | Deadline | Sent |
|--------------|---|-------|----------|-------|
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |

Teacher Letters sent (including those that are optional)

Teacher 1 _____ Sent _____ Teacher 3 _____ Sent _____

Teacher 2 _____ Sent _____

Remaining schools to which teacher letters need to be sent

I understand I need to follow the protocol on college-specific website about whether I need to send my SAT/ACT scores if I decide to submit my standardized scores. Most schools are still test-optional. The signatures below also indicate I waive my right to access to my letters of recommendation for non-common applications schools as well as common application schools.

Parents and student signatures also indicate that the transcript in the PowerSchool system has been approved and is ready to be sent with all other supporting college materials. Please see your counselor as early as possible in the beginning of the school year to obtain a copy of the transcript that you’ve reviewed. Please provide counselors with brag sheets & a copy of an updated resume.

Printed Student Name _____

Student Signature _____

Date _____

Student Signature _____

Parent/Guardian Signature _____

Date _____

Date Records Release Form Submitted _____