

ST. VINCENT PALLOTTI HIGH SCHOOL COLLEGE COUNSELING

TRANSCRIPT RELEASE FORM

Fill out ONE FORM for EACH COLLEGE and give form and all documentation to Mrs. Marton THREE WEEKS BEFORE THE DUE DATE. Please include \$5.00 for each official transcript.

Read each item carefully and answer each.

1. Your Name _____
2. Application Deadline _____ 3. Date you submitted this request _____
4. Send transcript to _____ City _____
5. Application: Sent online Mailed 6. Is this a *Common Application*?
7. Early Decision (binding) Early (Priority) Action Regular Decision Rolling Admission

NOTE: colleges require that SAT or ACT scores BE SENT FROM THE TESTING SERVICES DIRECTLY; Pallotti DOES NOT do this for you.

8. SVPHS requires students to get two letters of recommendation. One letter must be from an English teacher. Copies of the letter are sent to all your colleges.

English Teacher's name _____ Teacher's name _____

9. Your College Counselor, Mrs. Duckworth, Mrs. Hawse or Mrs. Marton will write a letter of recommendation for you. Be sure that you have attached your ACTIVITIES LIST/RESUME to your first transcript request for the counselor's use.

IMPORTANT PRIVACY NOTICE: Under the terms of the Family Educational Rights and Privacy Act (FERPA), you must grant permission to your school to send your academic records to the place/person named above, and after you matriculate you *will* have access to all recommendations and supporting documents submitted by you and on your behalf after matriculating, unless one of the following is true:

1. The institution does not save recommendations post-matriculation
2. You waive your right to access below, regardless of the institution to which it is sent.

Yes, I do waive my right to access, and I understand I will never see this form or any other recommendations done on my behalf.

No, I do not waive my right to access, and I may someday choose to see any recommendations submitted to the institution at which I'm enrolling, if that institution saves them after I matriculate.

*** I consent to the electronic submission of records through email when requested.**

10. Your Signature _____

NOTE: your mid-year transcript will be automatically sent to every college to which you apply. You do not need to request this nor pay for it.

FOR OFFICE USE ONLY:

Cover Letter
 Profile
 Transcript
 School Seal

Secondary School Report
 School Recommendations
 Teacher Recommendations
 Postcard

1st Quarter Grades?
 Yes
 No

rev. 9/13