

**HASBROUCK HEIGHTS HIGH SCHOOL
DEPARTMENT OF SCHOOL COUNSELING
TRANSCRIPT REQUEST FORM**

Student Name _____

School Counselor Name _____

Name of College/University or Scholarship, NCAA, or Other	Decision Type (Early Decision/Early Action/Regular/Rolling, Priority)	Application Deadline Date	Naviance page is updated	Application Type (Common App, College Specific or Coalition)	For Counselor Use Only: Materials Sent

This form must be submitted to your counselor after you've submitted your college application.

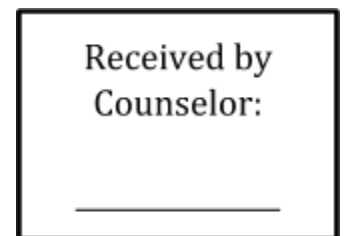
Please follow the deadlines to ensure all transcripts, letters of recommendation, and evaluations are sent and received by the application deadline.

What teachers did you ask to write letters of recommendation for you? HHHS can **ONLY** send recommendations for faculty/staff in-house. All outside letters must be sent by the student directly to each institution.

1. _____ Requested in Naviance? _____ Yes _____ No
2. _____ Requested in Naviance? _____ Yes _____ No

What is your first choice college? _____

Guidance Deadline for Transcript Request Form	College Application Deadline
September 29, 2019	October 15, 2019
October 18, 2019	November 1, 2019
November 1, 2019	November 15, 2019
November 17, 2019	December 1, 2019
December 1, 2019	December 15, 2019
December 18, 2019	January 1, 2020
January 18, 2020	February 1, 2020



REMINDERS:

1. Students MUST send their official SAT and/or ACT scores to each college. **HHHS DOES NOT send these to colleges or provide them on your transcript.**
2. If your Naviance page is NOT updated your counselor CANNOT send your transcripts or letters of recommendation.

I give my permission for Hasbrouck Heights High School to release all academic records to the college, scholarship program and/or athletic representative listed above. **I understand that transcript requests require two (2) weeks to process.** Signature also denotes an understanding that mid-year grade reports will automatically be sent to ALL schools where initial transcripts were sent. Additionally, I attest that the above information is valid and correct and I am aware that I am responsible for submitting the student portion of the application (application, essay, application fee, resume etc.) to each college by their due date.

Student Signature _____

Date _____

Parent/Guardian Signature _____

Date _____