

# PVHS TRANSCRIPT RELEASE FORM - 2018/19

**IMPORTANT INFO:** *The student will receive an email from his/her counselor when this transcript release form is processed. The student should then log into their Naviance account and send the **“Letter of Recommendation Request”** to the teachers whom they have asked to write recommendations. This allows the teachers to upload and submit their letters of recommendation to the colleges.*

IF YOU HAVE A DEADLINE OF:	YOUR TRANSCRIPT RELEASE FORM IS DUE TO GUIDANCE BY:
NOVEMBER 1	OCTOBER 11
NOVEMBER 15	OCTOBER 25
DECEMBER 1	NOVEMBER 8
DECEMBER 15	NOVEMBER 26
JANUARY 2	DECEMBER 3
JANUARY 15	DECEMBER 20

**PRIOR TO SUBMITTING THIS FORM:**

- **Complete the FERPA Waiver on the Common Application.**
- **Match your Common Application and Naviance accounts.**
- **Request official scores be sent by College Board (SAT) and/or ACT.**

Read all the directions given to you by the schools to which **you** are applying. It is ***your*** responsibility to submit this form to the **Guidance Office at least fifteen (15) school days prior to the deadline.** **You may request up to eight (8) transcripts; after the eighth transcript, a \$3 fee is required per transcript.**

Student Name: \_\_\_\_\_ Counselor Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Parent Signature: \_\_\_\_\_

Name, City and State of College	Deadline	Application Type: ~Early Action, ~Early Decision, ~Regular ~Rolling ~Priority	Which App did you use? ~Common App ~Coalition ~School Specific
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

*\* Please list additional colleges on reverse side*

**DATE RECEIVED IN GUIDANCE:** \_\_\_\_\_

<b>Name, City and State of College</b>	<b>Deadline</b>	<b>Application Type:</b> ~Early Action, ~Early Decision, ~Regular ~Rolling	<b>Which One:</b> ~Common App ~Coalition ~School Specific
9.			
10.			
11.			
12.			
13.			
14.			
15.			