

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 | Which One: ~Common App ~Coalition ~School Specific |
|---------------------------------|----------|--|---|
| 1. | | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |
| 5. | | | |
| 6. | | | |
| 7. | | | |
| 8. | | | |

** Please list additional colleges on reverse side*

DATE RECEIVED IN GUIDIANCE: _____

| Name, City and State of College | Deadline | Application Type (EA, ED, Regular, Rolling, or Priority) | Common Application (Y/N)? |
|--|-----------------|---|--|
| 9. | | | |
| 10. | | | |
| 11. | | | |
| 12. | | | |
| 13. | | | |
| 14. | | | |
| 15. | | | |