**Palmer High School ~ College Transcript Release Form**

**STUDENT NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ COUNSELOR \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date Submitted to Guidance:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To ensure that the college(s) that you apply to receive the appropriate information, please fill out the requested information and return it to your counselor **15 working days** prior to the deadline (or earlier if possible). This form, along with the recommendation profile, must be handed to your counselor.

A. List college – DO NOT use abbreviations (e.g. UMass – be specific: UMass Amherst)

B. Type of Application - Early Action, Early Decision (requires supplemental agreement along with application), or Regular Decision

C. Type of Application Form – Common Application or a specific application provided by a college. *The Common Application requires you to also notify counselor via email*

\* Supplements – Some colleges require additional forms/information – check specific college requirements

**Office Use Only**

**Date Mailed: \_\_\_\_\_\_\_\_\_\_\_\_**

**1.) A. College:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Application Deadline:** \_\_\_\_\_\_\_\_\_\_

 **B. Type of Application:** *Early Decision* \_\_\_\_\_\_\_\_ *Early Action* \_\_\_\_\_\_\_\_\_ *Regular Decision* \_\_\_\_\_\_\_\_

 **C. Type of Application Form:** *Common Application* \_\_\_\_\_\_\_\_\_ *Specific College Application* \_\_\_\_\_\_

**If using *Common Application*, ensure that you have invited your counselor/teacher via email.**

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**Date Mailed: \_\_\_\_\_\_\_\_\_\_\_\_**

**2.) A. College:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Application Deadline:** \_\_\_\_\_\_\_\_\_\_

 **B. Type of Application:** *Early Decision* \_\_\_\_\_\_\_\_ *Early Action* \_\_\_\_\_\_\_\_\_ *Regular Decision* \_\_\_\_\_\_\_\_

 **C. Type of Application Form:** *Common Application* \_\_\_\_\_\_\_\_\_ *Specific College Application* \_\_\_\_\_\_

**If using *Common Application*, ensure that you have invited your counselor/teacher via email.**

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**Date Mailed: \_\_\_\_\_\_\_\_\_\_\_\_**

**3.) A. College:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Application Deadline:** \_\_\_\_\_\_\_\_\_\_

 **B. Type of Application:** *Early Decision* \_\_\_\_\_\_\_\_ *Early Action* \_\_\_\_\_\_\_\_\_ *Regular Decision* \_\_\_\_\_\_\_\_

 **C. Type of Application Form:** *Common Application* \_\_\_\_\_\_\_\_\_ *Specific College Application* \_\_\_\_\_\_

**If using *Common Application*, ensure that you have invited your counselor/teacher via email.**

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**Date Mailed: \_\_\_\_\_\_\_\_\_\_\_\_**

**4.) A. College:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Application Deadline:** \_\_\_\_\_\_\_\_\_\_

 **B. Type of Application:** *Early Decision* \_\_\_\_\_\_\_\_ *Early Action* \_\_\_\_\_\_\_\_\_ *Regular Decision* \_\_\_\_\_\_\_\_

 **C. Type of Application Form:** *Common Application* \_\_\_\_\_\_\_\_\_ *Specific College Application* \_\_\_\_\_\_

**If using *Common Application*, ensure that you have invited your counselor/teacher via email.**

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**5.) A. College:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Application Deadline:** \_\_\_\_\_\_\_\_\_\_

 **B. Type of Application:** *Early Decision* \_\_\_\_\_\_\_\_ *Early Action* \_\_\_\_\_\_\_\_\_ *Regular Decision* \_\_\_\_\_\_\_\_

 **C. Type of Application Form:** *Common Application* \_\_\_\_\_\_\_\_\_ *Specific College Application* \_\_\_\_\_\_

**If using *Common Application*, ensure that you have invited your counselor/teacher via email.**

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**Date Mailed: \_\_\_\_\_\_\_\_\_\_\_\_**

**6.) A. College:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Application Deadline:** \_\_\_\_\_\_\_\_\_\_

 **B. Type of Application:** *Early Decision* \_\_\_\_\_\_\_\_ *Early Action* \_\_\_\_\_\_\_\_\_ *Regular Decision* \_\_\_\_\_\_\_\_

 **C. Type of Application Form:** *Common Application* \_\_\_\_\_\_\_\_\_ *Specific College Application* \_\_\_\_\_\_

**If using *Common Application*, ensure that you have invited your counselor/teacher via email.**

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**Date Mailed: \_\_\_\_\_\_\_\_\_\_\_\_**

**7.) A. College:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Application Deadline:** \_\_\_\_\_\_\_\_\_\_

 **B. Type of Application:** *Early Decision* \_\_\_\_\_\_\_\_ *Early Action* \_\_\_\_\_\_\_\_\_ *Regular Decision* \_\_\_\_\_\_\_\_

 **C. Type of Application Form:** *Common Application* \_\_\_\_\_\_\_\_\_ *Specific College Application* \_\_\_\_\_\_

**If using *Common Application*, ensure that you have invited your counselor/teacher via email.**

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**Date Mailed: \_\_\_\_\_\_\_\_\_\_\_\_**

**8.) A. College:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Application Deadline:** \_\_\_\_\_\_\_\_\_\_

 **B. Type of Application:** *Early Decision* \_\_\_\_\_\_\_\_ *Early Action* \_\_\_\_\_\_\_\_\_ *Regular Decision* \_\_\_\_\_\_\_\_

 **C. Type of Application Form:** *Common Application* \_\_\_\_\_\_\_\_\_ *Specific College Application* \_\_\_\_\_\_

**If using *Common Application*, ensure that you have invited your counselor/teacher via email.**

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I have mailed, or intend to mail, my portion of the application and the application fee, including any supplementary material where applicable.

I have had, or will have, my College Board (SAT), Subject Test(s), TOEFL, or ACT scores sent to all my colleges.

I have made arrangements with my teachers regarding the submission of recommendation letters.

I hereby authorize the Guidance Department to release my transcript, temporary record, counselor recommendation, and Special Ed reports (if applicable) to the institutions listed above.

**Parent Signature** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Student Signature** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Date** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_