

# MTHS Transcript Release Form

2018-2019

\*\*\*PLEASE ALLOW AT LEAST 10 SCHOOL DAYS FOR PROCESSING\*\*\*

STUDENT NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

I authorize MTHS to release my official transcript to the place(s) indicated below. **I understand I must have all current college application information updated on my Naviance account before my transcript is processed.** I understand that it is my responsibility to ensure that my transcript was received by my colleges.

### How to Apply to a College: (See back for more information about requesting a transcript)

- \_\_\_\_ 1. Submit each application to your college(s).
- \_\_\_\_ 2. Complete the FERPA waiver on Naviance and on Common App (if applicable).
- \_\_\_\_ 3. Send your SAT or ACT scores directly to your colleges from the Testing Agency.
- \_\_\_\_ 4. **On Naviance:** Add your colleges to "Colleges I'm Applying To" and Request your Transcript. If applying via Common App, fill out the Common App matching box.
- \_\_\_\_ 5. Request recommendation letters personally with teacher, and also on Naviance. Ask teacher for 2-3 week turnaround time for letters to be loaded onto Naviance.

### AFTER YOU HAVE COMPLETED STEPS 1-5,

- \_\_\_\_ 6. Complete this Transcript Release Form and submit to the Guidance Office. Allow 10 **school days** for processing.
- \_\_\_\_ 7. If you see a postage stamp symbol next to your college on Naviance, you **MUST** provide a 10 x 12 addressed envelope and 3 stamps. (Smaller envelopes = 1 stamp.)

School:	Early Action? _____	Early Decision? _____
	Do you need a counselor Rec?	Y N
How did you apply? (Circle one) Directly to Institution    Common App    Coalition App	Teachers for recommendation letters: (In order of preference)	
	1. _____	
	2. _____	
	3. _____	
College Deadline:		

School:	Early Action? _____	Early Decision? _____
	Do you need a counselor Rec?	Y N
How did you apply? (Circle one) Directly to Institution    Common App    Coalition App	Teachers for recommendation letters: (In order of preference)	
	1. _____	
	2. _____	
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	Do you need a counselor Rec?	Y N
How did you apply? (Circle one) Directly to Institution    Common App    Coalition App	Teachers for recommendation letters: (In order of preference)	
	1. _____	
	2. _____	
	3. _____	
College Deadline:		

Office Use Only    Date Received: \_\_\_\_\_    Transcript uploaded: \_\_\_\_\_    Notes: \_\_\_\_\_

## MTHS PROCEDURES FOR REQUESTING TRANSCRIPTS

- A Transcript Release Form must be completed for all colleges, universities, scholarships, & NCAA.
- Indicate the individual colleges/institutions in the appropriate box.
- All “official” transcripts must be sent directly from the high school. At no time can a student or parent handle or mail an official transcript.

<b>REQUESTING TRANSCRIPTS</b>	Complete a TRANSCRIPT RELEASE FORM (reverse side) and submit to the <b>Guidance Office Staff</b> . <b>Allow up to 10 school days for processing.</b>
<b>APPLICATION DEADLINE</b>	Indicate in the College Deadline box the date your application is due. If Rolling Admissions, then indicate Rolling (no final date, can be submitted at any time). Transcript Release Forms must be submitted to the Guidance Office at least 10 school days prior to the school or scholarship deadline (be mindful of school holidays).
<b>OTHER FORMS</b>	Any additional forms that the college requires must be filled out and submitted with the Transcript Release Form. Check in <b>Naviance</b> to determine if you need an envelope addressed directly to the College/University with the appropriate postage attached (see reverse side also), otherwise forms will be submitted electronically.
<b>LETTERS OF RECOMMENDATION</b>	Please complete the <u>Recommendation Letter Questionnaire</u> in the ABOUT ME section of <b>Naviance</b> under “Surveys to Take” before requesting letters of recommendation from your teachers and counselor. The FERPA Waiver is also under “Surveys to Take” and must be completed as well. You must then request teachers and your counselor via <b>Naviance</b> in the “Colleges I’m Applying To” section (after asking them in person.) Please provide at least 3 weeks notice to teachers/counselor.
<b>COMMON APPLICATION</b>	If applying via Common App, remember to match your Common App to your Naviance account by filling out the Common App Matching box. In order to do this, you must have filled out the Education Section of your Common App and FERPA Release.
<b>COALITION APPLICATION</b>	If you completed the Coalition Application, <b>we CANNOT send your transcript or recommendations electronically through Naviance. You must provide an envelope and stamps. See reverse side for additional info. Is this correct?</b>
<b>MARKING PERIOD GRADES</b>  <b>MID-YEAR GRADES</b>	If your college requests Marking Period Grades, Mid-Year Reports, or any other school forms, you <b>must</b> submit another Transcript Release Form with the name(s) of the college(s). Additional transcripts should only be sent if your school requires or requests them.
<b>REPORTING TEST SCORES</b>	All ACT and SAT scores must be sent directly from the testing agency (Collegeboard or ACT). There will be NO scores reported on transcripts. Students can do this through their personal account with either SAT or ACT online or by calling the testing agency directly.
<b>TRANSCRIPT FEES</b>	The first five (5) institutions will receive requested transcripts free of charge. For each additional transcript request, there is a \$3 fee. Transcript fees are payable by check or money order to “Manheim Township School District.” Payment must be received before the transcript will be released.  <i>All transcripts requested for scholarship purposes are exempted from fees. Students who are experiencing financial hardship should contact their counselor to determine eligibility for fee waiver programs.</i>

### For Scholarships:

- \_\_\_\_ 1. List the scholarship on this form and scholarship deadline.
- \_\_\_\_ 2. Make notes of what items must be sent to the scholarship organization.
- \_\_\_\_ 3. If an official transcript must be sent, provide an addressed business envelope and 1-3 stamps. (3 stamps if 4 or more pages must be sent.)