

Hamilton-Wenham Regional High School
Transcript Release Authorization 2018-2019

This Authorization must be signed in duplicate by both student and guidance counselor.

In order for the Guidance Office to send my transcript packages (which include my transcript and supporting documents) to the colleges I apply to, I acknowledge that I understand the following:

- _____ It is my responsibility to speak to my guidance counselor about my college application intentions.
- _____ It is my responsibility to enter the colleges I am applying to into the "colleges I'm applying to" section of my Naviance account.
- _____ It is my responsibility to check the deadlines for my type of application (EA, ED, RD, etc.) of the colleges I enter in Naviance. If I later decide to change any deadlines or if I add or delete any colleges, I will notify my guidance counselor either by email or in person.
- _____ It is my responsibility to indicate in Naviance (**for each college**) if I am using the Common Application.
- _____ If I apply through the Common Application I must complete the FERPA waiver and match my Common App account to my Naviance account. In the "Applying via Common App" column in Naviance, click on any that are "Unknown" and change to yes or no. *(The colleges on your Common App list will automatically be entered in the "colleges I'm applying to" section of Naviance once you match your Common App to Naviance.*
- _____ If I have more letters of recommendation than a college will accept, it is my responsibility to indicate which should be sent.
- _____ In order for my guidance counselor to process my transcript packages in a timely manner I must have all colleges I am applying to entered into the "colleges I'm applying to" section of my Naviance account **AT LEAST TEN SCHOOL DAYS PRIOR TO EACH APPLICATION DEADLINE**. I further understand that failing to abide by the ten school day obligation may prevent my guidance counselor from being able to send my transcript package by the deadline.
- _____ Entering a college into the "colleges I'm applying to" section of my Naviance account constitutes the granting of permission for my guidance counselor to process a transcript package on my behalf to that college.
- _____ I am obligated to pay two dollars (\$2.00) for each transcript package processed on my behalf. (See Student Handbook section "STUDENT SERVICES/TRANSCRIPTS") Bills will be generated in May and are considered a school obligation which must be paid prior to participating in senior week activities and graduation. (See Student Handbook section "GRADUATION/Senior Graduation Obligations")
- _____ It is my responsibility to remove any college I decide not to apply to from my "colleges I'm applying to" list prior to their being processed by my guidance counselor in order to avoid being charged the fee as outlined above. I further understand that counselors may need to process packages several days prior to each deadline due to heavy volume or to avoid internet slowdowns, so it is my responsibility to remove those colleges as soon as possible.
- _____ It is my responsibility to order official standardized test scores to be sent directly from the testing agencies to the colleges I am applying to.
- _____ If I haven't already, I will fill out the Counselor Recommendation Form in Naviance as soon as possible.

I have asked the following teachers for a letter of recommendation: _____

Reviewed and signed with Guidance Counselor on: _____
Date Student Name (please print neatly)

Student Signature

Guidance Counselor Signature