

GLEN ROCK HIGH SCHOOL

Guidance Department

REQUEST FOR RELEASE OF TRANSCRIPT

All applications must be submitted at least *ONE WEEK* prior to any *DEADLINE DATE* and *TWO WEEKS* prior to a *January Deadline*.

Please release the following documents to the college, career school, scholarship agency, or employer indicated below.	
<i>(Check ✓ items to be sent)</i>	
Transcript	_____
Specific College Report Form(s)	_____
Activity Sheet / Resume	_____
Counselor Recommendation	_____
Teacher Recommendation(s)	_____

If your Deadline is:	This form is due in Guidance no later than:
October 15	October 8
November 1	October 27
November 15	October 18
December 1	November 27
December 15	December 8
January 1	December 15
January 15	January 8

- A "**Transcript Approval Form**" and a "**Blanket Authorization Release Form**" **MUST** be signed by the student and parent/guardian, and placed on file in the Guidance Office **BEFORE** copies of any records will be mailed.
- **The student MUST provide six (6) "forever" stamps along with this form to initiate the mailing process for non-e-DOC application materials.** The school will provide an envelope for mailing the package of support documents for these applications.

Sending *OFFICIAL TEST SCORES* is the *STUDENT'S RESPONSIBILITY*.

Please complete and print ALL request information.

Student's Name _____ *Counselor's Name* _____ *Date* _____

Please send my records to the College / University at the address indicated below:

Please check ✓ ALL appropriate areas:

_____ I applied On-line

_____ I am applying under the Regular Decision Plan Deadline _____

_____ I am applying under the Early Decision / Early Action Plan Deadline _____

Student's Signature

DO NOT duplicate this form. Copies are available in the Guidance Office.

*** For Guidance Use Only**

Date received by Counselor _____

Date given to Administrative Asst. _____

Date mailed _____