

# MIDDLETOWN HIGH SCHOOL SOUTH

Guidance Department

900 Nut Swamp Road, Middletown, NJ 07748

middletownk12.org

(732) 706-6111

Fax (732) 706-1578

## Transcript Release Form- Senior College Applications

### To The Student:

- Complete this form for **each** college/program to which you plan to apply.
- Bring this form to the Guidance Dept. at least 10 school days before the application is due.
- This request to process your transcript should be given to your counselor **only after** you've completed your online application.

### TYPE OF APPLICATION SUBMISSION:

- EARLY ACTION                       SCHOOL SPECIFIC APP                      \_\_\_\_\_  
Application Deadline
- EARLY DECISION                       COMMON APP
- REGULAR DECISION                       COALITION APP                       RANK INCLUDED ON TRANSCRIPT
- ROLLING ADMISSIONS

\_\_\_\_\_  
*Student Last Name*

\_\_\_\_\_  
*First Name*

\_\_\_\_\_  
*Student email address*

\_\_\_\_\_  
*Counselor*

\_\_\_\_\_  
*Student Signature if over 18\**

*I authorize that the records of the person named above be sent to:*

\_\_\_\_\_  
*University / College Name*

\_\_\_\_\_  
*City*

\_\_\_\_\_  
*State*

\_\_\_\_\_  
*Zip Code*

### Check off all that you are requesting:

- Official Transcript                       Teacher Recommendation (s) \_\_\_\_\_  
 Counselor Letter

**\* Release Provisions:** Federal law prohibits the release of pupil records without signed permission. NJ Administrative Code #6.3-2.6 states, "Organizations, agencies and persons from outside the school shall have access to pupil records if they have written consent of parents or adult pupils (age 18)."

**\* MHSS does not** release SAT I, SAT II, ACT or AP exam scores. It is the **student's responsibility** to send official scores as required by the college. To do so, log onto **www.collegeboard.org** (for SAT & AP) or **www.ACT.org** (for ACT)

I have read the description of the law as written above and pursuant to that law hereby authorize the release of a transcript.

\_\_\_\_\_  
*Parent/Guardian of Student under Age 18*