

RELEASE OF RECORDS FORM

STUDENT NAME _____ CLASS OF _____

STUDENT ID # _____ STUDENT DATE OF BIRTH _____

___ I give permission for my transcript, courses taken, final grades, GPA, cumulative rank and attendance data, to be sent to the colleges, scholarships, the military and/or programs.

Signatures: STUDENT Signature _____ PARENT/GUARDIAN Signature _____
 (required if under 18)

I am responsible for:








Sending my SATs through College Board & ACTs through ACT

Requesting recommendations through Naviance

Date	Paid \$2.00	Common App.	College/University/Program/Scholarship	Sent via Nav. Date / Initial	Special Handling

****ALLOW 3 WEEKS FOR PROCESSING ****
 (Starting September 17)

Dates to Remember

<u>College Deadline</u>		<u>Transcript Office Deadline</u>
November 1, 2018		October 11, 2018
November 15, 2018		October 25, 2018
December 1, 2018		November 12, 2018
December 15, 2018		November 20, 2018
January 1, 2019		December 7, 2018
January 15, 2019		December 18, 2018

Instructions on back

North Penn High School's Procedures for APPLYING TO COLLEGE

STEP 1: Log on to Naviance (connection.naviance.com/northpenn)

- A. Add Colleges to the "Colleges I'm Applying to" list under the Colleges Tab
(Be sure to select "Request" under the transcript column)
- B. Create a Common App Account at commonapp.org (If necessary)
 - 1. Fill out your educational information
 - 2. Add a school
 - 3. Fill out the FERPA
- C. Match your Naviance account with your Common App account (If necessary)
- D. Complete Applications Online
- E. Request teacher recommendations through Naviance (If necessary)
 - 1. Create resume for recommenders (Available through Naviance)
 - 2. If a school requires a Counselor recommendation contact your counselor directly

STEP 2: Complete the form on the reverse side and hand it in to the Transcript Office with \$2.00 for each college

Your School Counselor will receive this form and send your transcripts through Naviance

**It is our policy to send transcript materials as soon as possible, but
ALLOW 3 SCHOOL WEEKS from the date of submission to the Transcript Office
for this to happen.**

STEP 3: Send your Standardized Test Scores directly to the college(s) via CollegeBoard.org and/or ACT.org.

STEP 4: Mid-Year Reports will automatically be sent to the colleges you listed on your Records Release form.

STEP 5: MAKE A FINAL DECISION. Inform colleges that have accepted you of your final decision (whether you plan to attend or not). Share the outcomes and your final decision under the "Colleges I'm Applying to" list in Naviance.

STEP 6: FINAL GRADE REPORT. In July, a copy of your final transcript will be sent to the college you plan to attend as indicated on your mandatory graduation paperwork.

Find more online!

www.npenn.org → North Penn H.S. → Departments → Guidance Services