

TRANSCRIPT REQUEST RECORD RELEASE

You must allow 2 weeks for processing. Please watch your deadlines.

Student Name _____ Date _____

Student ID# _____

Instructions for Use: This form is to be used by parents and/or guardians or students aged 18 or older to authorize Wadsworth High School to release student records and related information to support student applications to colleges and universities. This consent form needs to be signed only once.

By my signature below, I authorize Wadsworth High School to release to any school I request through Naviance transcript requests my transcript, other school records, Common Application documents, and any letters of recommendation that support my college application.

Student Signature

Parent Signature (if under 18)

Please return this form to the school counseling office. This form gives us permission to send your transcript to colleges you are applying to. After you turn in this signed form, your next steps occur in Naviance. You must make individual transcript requests electronically to your counselor for each school you are applying to. The steps are below:

1. Return this signed form to the counseling office.
2. If you are applying directly to the institution, skip to step 3. If you are applying with the Common Application, be sure to complete the "Common Application Profile" and "Education" sections of the Common application. Go to COLLEGE SEARCH and add at least one common app school you are thinking of applying to. Go to MY COLLEGES tab and click on "Recommenders and FERPA" and Complete the FERPA Waiver.
3. Sign into Naviance. Login found on Student Resources page.
4. Click the Colleges I'm Applying To link.
5. Click the round red Add button and follow all steps below: -
 - a. *Which college are you applying to?* Use the drop-down or type the name of the desired college and select from the matches.
 - b. *App Type* click the drop-down to identify your answer.
 - c. *I'll submit my application* Click the drop-down to identify your answer. If you leave a "?" we cannot send your transcript. Please select an option- either Via Common App or Directly to the Institution.
 - d. To confirm that you have submitted your application, select the checkbox labeled I've submitted my application. -
 - e. **Click Add and Request Transcript.** - From What type of transcript are you requesting? **Select the Initial checkbox.**
 - f. Review Where are you sending this transcript? Ensure the proper college name is displaying. - Click Request and Finish.
 - g. If you are applying with the Common app, be sure to Match Accounts- you will only do this once.
6. If a teacher has already agreed to write you a letter of recommendation, be sure to send them an electronic request through Naviance. Go to Colleges, Apply to Colleges, and click the Letters of Recommendation link and follow the steps.