

Huntington High School  
Records Release Form  
CEEB Code 332490

This form must be completed for each college you apply to, and returned to the College Office in Room 120. Please allow 15 school days for processing. See the back of this form for specific application procedures and deadlines. As a reminder, the Transcript Approval Form must be signed and turned into Central Guidance in order to release your transcript.

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

College/University Name & Campus (if applicable): \_\_\_\_\_ City/State: \_\_\_\_\_

Major/Minor: \_\_\_\_\_

Early Decision (ED) or ED II  Early Action (EA)  Restrictive Early Action (REA)  Regular Decision (RD)  Rolling Admission

Deadline \_\_\_\_\_ Deadline \_\_\_\_\_ Deadline \_\_\_\_\_ Deadline \_\_\_\_\_

Your application type (ED, EA, REA, RD, Rolling) must be accurate in the Family Connection. Please refer to the **Colleges I'm Applying To** page to update your account.

**Student Checklist**

**Application Type (Please check how you applied)**

Common Application  Coalition Application  SUNY Application  CUNY Application  Institutional Application

You must indicate your application type on the Family Connection. Please refer to the **Colleges I'm Applying To** page to update your account.

I have indicated my application type on the Family Connection:  Yes  No

I have completed the Common Application FERPA waiver (if applicable):  Yes  No

ED Agreement must be completed if applying Early Decision  Yes  No

I am eligible for a Fee Waiver and have indicated such on my college applications  Yes  No

**Standardized Tests (SAT/SAT Subject Tests/ACT):** It is the student's responsibility to request directly from the testing agency his/her official scores to colleges/universities and the NCAA. It takes an average of 4-6 weeks for testing agencies to forward scores.

**Teacher Letters of Recommendation:** Please see the Recommendation Letter Request Form for specific procedures.

*By signing below, I authorize Huntington High School to release my academic records. All letters of recommendation are confidential and not for review by students or parents. Should any course of study for 12<sup>th</sup> grade change, for any reason, it is my responsibility to notify each college admissions office. The College Office will forward midyear report cards as requested by the student and/or college. For student requests, a Mid Year Report Release Form must be completed in order to have grades released. Final transcripts will be sent to the college of your choice following commencement.*

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent/Guardian Signature

**FOR OFFICE USE ONLY**

Date Received: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Completed:  Transcript  Profile  LOR  SSR  ED Agreement  FW CA/NACAC/SUNY  
CUNY

College Office Notes: \_\_\_\_\_

**Huntington High School  
College Application Procedures  
2017-2018**

The Huntington High School College Office submits all college application related materials electronically through the Naviance/Family Connection Program. This includes transcripts, teacher recommendations, teacher evaluation forms, counselor recommendations, secondary school reports and other relevant supplemental college application documents. **Therefore, all colleges to which you are applying must be listed on the Family Connection and the correct application type (ED, EA, REA, RD, Rolling) must be indicated.** The Naviance/Family Connection program works with all Common Application and many non-Common Application colleges. The Naviance/Family Connection program does not (currently) interface with the Coalition for Access, Affordability, and Success. If you are applying via the Coalition application, your transcripts and recommendation letters will be uploaded by Mrs. Walsh and your teachers directly through the Coalition website.

Please follow the steps below to ensure timely and accurate processing of your applications:

**Part 1**

1. Log onto the Common Application; [www.commonapp.org](http://www.commonapp.org), and create an account.
2. Complete the *Education* section of the Common Application.
3. Click on the *College Search* tab, find the college you are applying to and then click Add. Each additional college you apply to via the Common App must be added this way.
4. Click on the *My Colleges* tab and then the *Recommenders and FERPA* link.
5. You must complete the privacy notice/FERPA (Family Educational Rights and Privacy Act) waiver. After the FERPA is complete your counselor and teachers will be able to process your transcript and recommendation letters through the Family Connection. **You will not invite your counselor or teachers to submit their recommendations via the Common Application. You will do so through the Family Connection.**
6. Complete the entire Common Application.

**Part 2**

7. Log onto the Huntington High School Family Connection program; [www.connections.naviance.com/huntingtonhs](http://www.connections.naviance.com/huntingtonhs)
8. Select the *Colleges* tab and click *Colleges I'm Applying To*. Then, complete the Common Application Account Matching process. This step is done only once.
9. Your Common Application and Family Connection accounts are now linked and you will see the colleges you've added to the Common Application on your Family Connection account. Please be sure that you indicate whether or not you are using the Common Application to apply to your colleges as some colleges have an option to apply using the Common Application or the institutional application.
10. To add non-Common Application colleges, including schools you will apply to via the Coalition application, click "+Add to this List" to search and add. As a reminder, you will apply to all non-Common Application colleges via their own institutional websites or through the Coalition website.
11. Scroll down to request your teacher recommendations for the Common Application colleges and institutional applications. Please refer to the Recommendation Letter Request Form for specific procedures, including the request of recommendations for Coalition colleges. You do not need to request a letter from Mrs. Walsh. A guidance recommendation will be sent automatically, if required.

**In order to meet critical college application deadlines, students are required to complete the above mentioned steps and submit their Records Release Form directly to the College Office by the following dates:**

**Application Deadline**

October 15, 2017  
November 1, 2017  
November 15, 2017  
December 1, 2017  
December 15, 2017  
January 1, 2018  
January 15, 2018  
February 1, 2018

**RRF to the College Office**

September 20, 2017  
October 11, 2017  
October 23, 2017  
November 6, 2017  
November 22, 2017  
December 4, 2017  
December 15, 2017  
January 10, 2018

\*\*\*\*\*All "Rolling" admission applications should be submitted as soon as possible\*\*\*\*\*