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 _____

_____

Student Checklist

Application Type (Please check how you applied)

☐ Common Application   ☐ Coalition Application   ☐ SUNY Application   ☐ CUNY Application   ☐ Institutional Application

You must indicate how you've applied on your Naviance account. Please refer to the **Colleges I'm Applying To** page to update your account.

I have indicated my application type on Naviance: ☐ 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 so on my college applications   ☐ Yes   ☐ No

Standardized Tests (SAT/SAT Subject Tests/ACT): It is the student's responsibility to request his/her official scores directly from the testing agency for submittal 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 12th 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: _____

The Huntington High School College Office submits all college application related materials electronically through Naviance. 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 your Naviance account and the correct application type (ED, EA, REA, RD, Rolling) must be indicated**. Naviance works with the Common Application, the Coalition Application and many institutional applications.

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

If applying via the Common Application:

1. Log onto the Common Application; 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 Naviance. **You will invite teachers to submit their recommendations via Naviance.**
6. Complete the entire Common Application.
7. Log onto the Huntington High School Naviance program
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 Naviance accounts are now linked and you will see the colleges you've added to the Common Application on your Naviance 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.

If applying via the Coalition Application or Institutional Applications:

1. To add Coalition Application colleges and institutional applications, click to search and add. As a reminder, you will apply to these college via the Coalitional Application or the individual college websites for institutional applications.
2. You must click the Edit option for each college to which you are applying in order to update the application type, deadline, division, etc.
3. You will request your teacher recommendation letters for all colleges via Naviance. Please refer to the Recommendation Letter Request Form for specific procedures. 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	RRF to the College Office
October 15, 2019	September 18, 2019
November 1, 2019	October 10, 2019
November 15, 2019	October 23, 2019
December 1, 2019	November 6, 2019
December 15, 2019	November 21, 2019
January 1, 2020	December 2, 2019
January 15, 2020	December 13, 2019
February 1, 2020	January 10, 2020

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