HUNTINGTON HIGH SCHOOL
RECORDS RELEASE FORM
(See College Application Procedures on Reverse)

Student Name: (Print) _______________________________________________

Please release the records indicated below to:

Name of College:____________________________________________________
Division (College of Arts & Sciences, etc.):______________________________
Major (or undecided):_______________________________________________
Address:  ________________________________________________________

This application is for:     Early Action     _____  Due  ______
                         Early Decision    _____  Due  ______
                         Regular Decision  _____  Due  ______
                         Rolling Admission _____

Please indicate if you have applied:  ____ online (date applied___________)
                         ____ paper application

Please indicate if you have applied via:  ____ Common Application
                         ____ Universal Application
                         ____ SUNY Application
                         ____ CUNY Application
                         ____ Individual College Application

Check the information that is needed to complete your college application:

                         ____ Transcript
                         ____ Counselor letter of recommendation
                         ____ Secondary School Report
                         ____ Activity sheet
                         ____ Essay
                         ____ Application fee
                         ____ Application (paper applications only)

As a reminder, students must have official SAT/ACT scores sent to colleges and the NCAA

Student Signature/Date               Parent Signature/Date
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College Center Use ONLY:

Date Received ________                      Date Mailed ___________
CLASS OF 2012 COLLEGE APPLICATION PROCEDURES

1. A signed **Records Release Form** must be submitted for each college to which you are applying. Please note, all requests for records require at least **15 days** to process. Please help us ensure that your requests receive the attention they deserve by respecting all deadlines.

2. Each student is required to submit one 8 x 10" manila envelope, for each college to which they are applying, addressed to the college admission office. The envelope need not be postage paid; the Huntington Union Free School District will provide postage. Please do not put your return address; we will stamp Huntington High School’s address. **The Records Release Form must be paper clipped to the envelope.**

3. Each student is required to submit an **Activity Sheet** to the College Center. The activity sheet will assist Mrs. Walsh in writing a recommendation letter for each senior. If you would like to have your activity sheet sent to a college, please request this on the reverse side of this form. Please maintain a copy of the activity sheet for your records. **The Activity Sheet must be paper clipped to the envelope.**

4. All envelopes must be handed directly to Mrs. Catalano, the College Center secretary, not left on her desk. Incomplete or improperly completed applications or envelopes will be returned with instructions for proper completion. Requests to send supplementary information after an initial transcript has been mailed must be accompanied by another Records Release Form.

5. All students must request **official standardized test scores** to be sent directly from the testing agency to the colleges and NCAA. Instructions for placing orders can be found in the SAT and ACT registration booklets and online. Students are responsible for sending official scores.

6. Faculty members mail teacher recommendations directly to the colleges/universities. Students are encouraged to request two recommendation letters from the core classes of junior year. Please complete and provide your teachers with the Recommendation Letter Request Form and the Student Brag Sheet, one pre-stamped envelope addressed to each college, and the teacher evaluation form if applicable.

7. Students who plan to request letters of recommendation online through the Common Application or another college application website must inform each of their recommenders.

8. **Mrs. Walsh will write all guidance counselor recommendation letters.** If a college application requests guidance counselor information, please include the following:
   Mrs. Bernadette Walsh, Guidance Counselor/College Advisor
   bwalsh@hufsd.edu
   (631)673-2131 phone or (631)271-2724 fax

9. Notify Mrs. Walsh and your guidance counselor of any/all admission decisions immediately!

**INFORMATION NEEDED FOR MOST COLLEGE APPLICATIONS:**

Your Social Security Number
Huntington High School CEEB Number: 332-490
School Address: Oakwood & McKay Roads, Huntington, NY 11743
College Center Phone: 631-673-2131
College Center Fax: 631-271-2724
Date of Attendance: 9/2008 – 6/2012 (for most students)
Date of Graduation: 6/22/2012