



Milford High School

Transcript Release Form

Student Name _____ Student ID _____

I plan to use this transcript to (check all that apply):

- Apply to a college or university
 I applied using the Common App **OR** I applied direct to the institution
- Apply to CCP – College Credit Plus **AND** I have submitted my Statement of Intent
- Other _____

College/Organization Name and address _____

What documents do you need Counseling to send for you? Please check the appropriate box.

Counseling to Send	Materials
<input type="checkbox"/>	Counselor Form (please print the form and include with this release)
<input type="checkbox"/>	Test Scores - ACT and/or SAT (Most schools require scores be sent from ACT or SAT)
<input type="checkbox"/>	Additional Materials (please list)
<input type="checkbox"/>	

Letters of Recommendation written by (teachers send letters – students monitor on Naviance):

TRANSCRIPT AUTHORIZATION

I request that Milford High School send a copy of my high school transcript which includes the following: grades and subjects, grade point average, class rank, and attendance. **It is my responsibility to confirm with the institution that my application is complete. It is also my responsibility to notify the Counseling Office of any additional requested information, including mid-year reports and mid-year transcripts.** I understand that failure to complete any step in the application process could result in a delay and late filing. Transcripts will be sent within 14 days of receiving the request.

 Student Signature Date

 Parent Signature (if student under 18) Date