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?

<table>
<thead>
<tr>
<th>Counseling to Send</th>
<th>Materials</th>
</tr>
</thead>
<tbody>
<tr>
<td>X Transcript</td>
<td></td>
</tr>
<tr>
<td>Counselor Recommendation</td>
<td></td>
</tr>
</tbody>
</table>

** ACT scores need to be sent directly from student’s ACT account to the college or university **

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

__________________________________________________________________________________________

My letters are not available on Naviance. I understand that I must notify the Counseling Office when they are ready to be sent.

This school does not accept letters of recommendation

---

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