BRENTWOOD HIGH SCHOOL STUDENT TRANSCRIPT REQUEST

STUDENT NAME: _____ COUNSELOR:_____

What YOU Send/Submit Electronically

- Completed application with essays and supplements
- Payment for applications
- **Standardized test scores must be sent directly from college board (collegeboard.com for SATS's or actstudent.org for ACT's)**
- Complete Activity Resume in Naviance

What Your Counselor Sends

- Counselor letter of recommendation (if required)
- Official Transcript
- Secondary School Report
- Mid-year grades and Final transcripts
- School Profile

By signing below, I authorize Brentwood High School to release my academic records. All letters of recommendation are confidential and not for review by students or parents. Should my course of study for 12th grade change *for any reason,* I understand that it is my responsibility to notify each college admission office.

_____ _____ _____ _____

Parent Signature Student Signature Student e-mail address Date

Teacher Letters of Recommendation Request:

Name:_____

- Teacher uploading to Naviance

Name:_____

- Teacher uploading to Naviance

- **Please be aware that all students that receive free/reduced lunch are eligible for up to 4 SUNY College Application fee waivers and up to 4 College Board fee waivers. (Select colleges wisely)**

Colleges Applying to:	Application Type: (Common, EOP SUNY,CUNY, school's own)	Number of Teacher Letters Required:	Application Type: (Early Action, Early Decision, Regular Decision, Rolling)	Application Deadline (Date):	Process Date/ Status
1					
2					
3					
4					
5					
6					
7					
8					

For office use ONLY: Date received: _____ By: _____

****You MUST print out and attach proof that your application was submitted before your guidance counselor will process your application.**

GUIDANCE REQUIRES AT LEAST 15 SCHOOL DAYS TO PROCESS COLLEGE APPLICATION.