

# WOODBURY PUBLIC SCHOOLS COUNSELING OFFICE COLLEGE/UNIVERSITY TRANSCRIPT RELEASE FORM

**A TRANSCRIPT RELEASE FORM IS NECESSARY FOR EACH COLLEGE/UNIVERSITY REQUEST**

.....  
Student Name (Please Print)

.....  
Year of Graduation

.....  
Date

**Please Note: This request should be submitted immediately following submission of application.**

Most colleges require that SAT I and II and AP scores be sent directly by the College that you apply.

**Please note it is the student's responsibility to have letters of recommendation sent to the Counseling Office**

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| <p style="text-align: center;"><b>Documents Included<br/>Please Circle</b></p> <ul style="list-style-type: none"> <li>• Fee Waiver</li> <li>• Midyear Report</li> <li>• Recommendations</li> <li>• Secondary School Report</li> </ul> |
|---|

**Please be sure to include postage to cover the cost of mailing application packet.**

College/University/Scholarship Name	Applied on-line Y / N	Teacher Recommendation (Teacher Name)	Date Application Submitted	Application Deadline Date

**Student read and sign below:**

*I certify that am the person whose name appears on this form. By signing this release, I give permission for my transcript to be released to a college/university representative.*

Student Signature.....Date.....

Parent Signature (if student is under 18).....Date.....