

To complete this form electronically, open it via Kami, edit the file and then submit it to the College Office.

**Huntington High School
Records Release Form
CEEB Code 332490**

Students must submit one Records Release Form per college to the College Office (electronically or in person). Please allow 15 school days for processing. See the back of this form for specific application procedures and deadlines. As a reminder, the Transcript Approval Form must be submitted via the College Office Google Classroom in order to release your transcript.

Student Name: _____ Date: _____

College/University Name & Campus (if applicable): _____ City/State: _____

Major/Minor: _____

Early Decision (ED) or ED II Early Action (EA) Restrictive Early Action (REA) Regular Decision (RD) Rolling Admission

Deadline _____ Deadline _____ Deadline _____ Deadline _____

Student Checklist

Application Type (Please check how you applied)

Common Application Coalition Application SUNY Application CUNY Application Institutional Application

You must indicate how you've applied on your Naviance account. Please refer to the **Colleges I'm Applying To** page to update your account.

I have indicated my application type on Naviance: Yes No

I have completed the Common Application FERPA waiver (if applicable): Yes No

ED Agreement must be completed if applying Early Decision Yes No

I am eligible for a Fee Waiver and have indicated so on my college applications Yes No

Standardized Tests (SAT/SAT Subject Tests/ACT): It is the student's responsibility to request his/her official scores directly from the testing agency for submittal to colleges/universities and the NCAA. It takes an average of 4-6 weeks for testing agencies to forward scores.

Teacher Letters of Recommendation: Please see the Recommendation Letter Request Form for specific procedures.

By signing below, I authorize Huntington High School to release my academic records. All letters of recommendation are confidential and not for review by students or parents. Should any course of study for 12th grade change, for any reason, it is my responsibility to notify each college admissions office. The College Office will forward quarter/midyear report cards as requested by the student and/or college. For student requests, a Quarter/Mid Year Report Release Form must be completed in order to have grades released. Final transcripts will be sent to the college of your choice following commencement.

Student Signature

Parent/Guardian Signature

FOR OFFICE USE ONLY

Date Received: _____ Date Submitted: _____

Completed: Transcript Profile LOR SSR ED Agreement FW CA/NACAC/SUNY
CUNY

College Office Notes: _____

**Huntington High School
College Application Procedures
2020-2021**


The Huntington High School College Office submits all college application related materials electronically through Naviance. This includes transcripts, teacher recommendations, teacher evaluation forms, counselor recommendations, secondary school reports and other relevant supplemental college application documents. **Therefore, all colleges to which you are applying must be listed on your Naviance account and the correct application type (ED, EA, REA, RD, Rolling) must be indicated.** Naviance works with the Common Application, the Coalition Application and many institutional applications.

Please follow the steps below to ensure timely and accurate processing of your applications:

If applying via the Common Application:

1. Log onto the Common Application; www.commonapp.org, and create an account.
2. Complete the *Education* section of the Common Application.
3. Click on the *College Search* tab, find the college you are applying to and then click Add. Each additional college you apply to via the Common App must be added this way.
4. Click on the *My Colleges* tab and then the *Recommenders and FERPA* link.
5. You must complete the privacy notice/FERPA (Family Educational Rights and Privacy Act) waiver. After the FERPA is complete, your counselor and teachers will be able to process your transcript and recommendation letters through Naviance. **You will invite teachers to submit their recommendations via Naviance.**
6. Complete the entire Common Application.
7. Log onto the Huntington High School Naviance program
8. Select the *Colleges* tab and click *Colleges I'm Applying To*. Then, complete the Common Application Account Matching process. This step is completed once.
9. Your Common Application and Naviance accounts are now linked and you will see the colleges you've added to the Common Application on your Naviance account. Please be sure that you indicate whether or not you are using the Common Application to apply to your colleges as some colleges have an option to apply using the Common Application or the institutional application.

If applying via the Coalition Application or Institutional Applications:

1. To add Coalition Application colleges and institutional applications, click  to search and add. As a reminder, you will apply to these colleges via the Coalition Application or the individual college websites for institutional applications.
2. You must click the Edit option for each college to which you are applying in order to update the application type, deadline, division, etc.

Recommendation letters: You will request your teacher recommendation letters for all colleges via Naviance. Please refer to the Recommendation Letter Request Form for specific procedures. You do not need to request a letter from Mrs. Walsh. A guidance recommendation will be submitted automatically, if required.

In order to meet critical college application deadlines, students are required to complete the above mentioned steps and submit their Records Release Form directly to the College Office by the following dates:

Application Deadline

October 15, 2020
November 1, 2020
November 15, 2020
December 1, 2020
December 15, 2020
January 1, 2021
January 15, 2021
February 1, 2021

RRF to the College Office

September 23, 2020
October 9, 2020
October 22, 2020
November 5, 2020
November 23, 2020
December 3, 2020
December 17, 2020
January 11, 2021

*****All "Rolling" admission applications should be submitted as soon as possible*****