Huntington High School
Records Release Form
CEEB Code 332490

This form must be completed for each college you apply to and returned to the College Office in Room 120. 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 signed and turned into Central Guidance 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 _____**

Your application type (ED, EA, REA, RD, Rolling) must be accurate in the Family Connection. Please refer to the **Colleges I'm Applying To** page to update your account.

I have indicated the correct application type/deadline on my Family Connection: ☐ Yes   ☐ No

_____

Student Checklist

Application Type (Please check how you applied)

☐ Common Application   ☐ SUNY Application   ☐ CUNY Application   ☐ College Specific Application

If you are applying through the Common Application you must indicate such on the Family Connection. Please refer to the **Colleges I'm Applying To** page to update your account.

I have indicated on the Family Connection that I am applying via the Common Application, or not: ☐ Yes   ☐ No

I have completed the Common Application FERPA waiver: ☐ Yes   ☐ No

Common Application ED Agreement must be completed if applying Early Decision   ☐ Yes   ☐ No

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

Standardized Tests (SAT/SAT Subject Tests/ACT): It is the student's responsibility to request that the testing agency send official scores to colleges/universities and the NCAA. It takes approximately 4-6 weeks for testing agencies to forward the 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, I understand that it is my responsibility to notify each college admissions office. The College Office will forward midyear report cards for all students who apply via the Common Application, and as requested, to non-Common Application colleges. 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

Huntington High School
College Application Procedures
2014 – 2015

The Huntington High School College Office submits all college application related materials electronically through the Naviance/Family Connection Program. 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 the Family Connection and the correct application type (ED, EA, REA, RD, Rolling) must be indicated**. The Naviance/Family Connection program works with all Common Application and many non-Common Application colleges.

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

Part 1

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 the Family Connection. **You will not invite your counselor or teachers to submit their recommendations via the Common Application. You will do so through the Family Connection.**
6. Complete the entire Common Application.

Part 2

7. Log onto the Huntington High School Family Connection program; www.connections.naviance.com/huntingtonhs
8. Select the *Colleges* tab and click *Colleges I'm Applying To.* Then, complete the Common Application Account Matching process. This step is done only once.
9. Your Common Application and Family Connection accounts are now linked and you will see the colleges you've added to the Common Application on your Family Connection 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.
10. To add additional non-Common Application colleges, click "*+Add to this List"* to search and add. As a reminder, you will apply to all non-Common Application colleges via their own institutional websites.
11. Scroll down and request your teacher recommendations. Please refer to the Recommendation Letter Request Form for specific procedures. You do not need to request a letter from Mrs. Walsh. The guidance recommendation will be sent 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	RRF to the College Office
October 15, 2014	September 22, 2014
November 1, 2014	October 10, 2014
November 15, 2014	October 23, 2014
December 1, 2014	November 3, 2014
December 15, 2014	November 19, 2014
January 1, 2015	December 1, 2014
January 15, 2015	December 11, 2014
February 1, 2015	January 9, 2015
February 15, 2015	January 26, 2015
March 1, 2015	February 2, 2015

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