

Huntington High School  
Records Release Form  
CEEB Code 332490

Students must submit one Records Release Form per college to the College & Career Center. Please allow 15 school days for processing. See the refer to the College Application Checklist and the back of this form for specific requirements and deadlines. As a reminder, the Transcript Approval Form must be submitted via the College & Career Center 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/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 College Application Checklist 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 12<sup>th</sup> grade change, for any reason, it is my responsibility to notify each college admissions office. The College & Career Center 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 & Career Center Notes: \_\_\_\_\_

The Huntington High School College & Career Center 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.**

**Recommendation letters:** You will request your teacher recommendation letters for all colleges via Naviance. Please refer to the College Application Checklist 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 submit Records Release Forms directly to the College & Career Center by the following dates:**

**Application Deadline**

October 15, 2024  
November 1, 2024  
November 15, 2024  
December 1, 2024  
December 15, 2024  
January 1, 2025  
January 15, 2025  
February 1, 2025

**RRF to the College Office**

September 20, 2024  
October 11, 2024  
October 24, 2024  
November 6, 2024  
November 21, 2024  
December 2, 2024  
December 12, 2024  
January 9, 2025

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