



Huntington High School College & Career Center



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. 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 to release your transcript.

Student Name: _____ Date: _____

College/University & 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 ☐ 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): If required, it is the student's responsibility to request 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 12th 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. 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 ☐ LOR ☐ 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, counselor recommendations, secondary school reports and other relevant additional 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, 2026
November 1, 2026
November 15, 2026
December 1, 2026
December 15, 2026
January 1, 2027
January 15, 2027
February 1, 2027

RRF to the College & Career Center

September 23, 2026
October 9, 2026
October 22, 2026
November 4, 2026
November 19, 2026
December 3, 2026
December 16, 2026
January 8, 2027

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