



# Milford High School

## Transcript Release Form

Student Name \_\_\_\_\_ Student ID \_\_\_\_\_

I plan to use this transcript to (check all that apply):

- Apply to a college or university
  - I applied using the Common App **OR**  I applied direct to the institution
- Apply to CCP – College Credit Plus **AND**  I have submitted my Statement of Intent
- Other \_\_\_\_\_

College/Organization Name and address \_\_\_\_\_  
 \_\_\_\_\_

### What documents do you need?

Counseling to Send	Materials
<b>X</b>	<b>Transcript</b>
	<b>Counselor Recommendation</b>

**\*\* ACT scores need to be sent directly from student’s ACT account to the college or university \*\***

**Letters of Recommendation** (teachers send letters – students monitor on Naviance):

\_\_\_\_\_

	<b>My letters are not available on Naviance. I understand that I must notify the Counseling Office when they are ready to be sent.</b>
	<b>This school does not accept letters of recommendation</b>

### TRANSCRIPT AUTHORIZATION

I request that Milford High School send a copy of my high school transcript which includes the following: grades and subjects, grade point average, class rank, and attendance. **It is my responsibility to confirm with the institution that my application is complete. It is also my responsibility to notify the Counseling Office of any additional requested information, including mid-year reports and mid-year transcripts.** I understand that failure to complete any step in the application process could result in a delay and late filing. Transcripts will be sent within 14 days of receiving the request.

\_\_\_\_\_

Student Signature  
Date

Date

Parent Signature (if student under 18)