



# Mercy High School

## Consent to Release Student Records Form for college applications

- This form must be completed and submitted **once** to the Counseling Office before requesting transcripts through Naviance; you must attach a **one-time \$20.00 transcript processing fee (cash or check made to Mercy) and the Counselor Letter of Recommendation Request form (required regardless of application type)**. Please allow up to **3 weeks** for processing. Be mindful of holidays/school breaks, etc.
- You'll receive an email notification after your forms and payment are processed, typically within 1-2 days. **NOTE: Incomplete forms or those missing payment will not be processed.**

Student Name (please print): \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Counselor (please check):  Mrs. Bennetts (A-G)  Mrs. Hessler (H-O)  Mrs. Casey (P-Z)

College(s) that I'm applying to:	Application Deadline Date	Indicate Early Decision or Early Action IF APPLICABLE	Are you using the Common App?	Counselor Letter of Rec needed*	OFFICE USE ONLY
					Date submitted or mailed

Check this box if you have additional colleges--list on a separate sheet and attach to this form

\*Letters are ONLY sent to the Common App schools and the Non-Common App schools that require them.

### RELEASE OF STUDENT RECORDS

The law requires that schools receive written permission signed by the parent/guardian before transcripts and other applicable college application materials can be released to a third party.

By signing below, I give approval to have transcripts and other necessary documents sent to the institutions listed above when requested by my daughter.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Checking this box indicates that you have completed the identified tasks and/or understand the identified statements:

- My counselor has up to 3 weeks to process my application materials once I have requested them in Naviance.
- If I am applying via the Common Application, Common Application materials (such as transcripts and Secondary School Reports) cannot be processed by my Counselor until I, the applicant, have "started" the Common Application.
- I must contact my counselor (email or in-person) if I decide to apply to additional colleges or delete applications.
- I must provide proof of my college acceptances/rejections, and/or any scholarships I may receive to Counseling.
- Remember to thank those who have written letters of recommendation for you!

TO BE COMPLETED BY COUNSELING: Date received in office: \_\_\_\_\_  \$20 paid  Rec form included

