

COLLEGE APPLICATION CHECKLIST/RECORDS RELEASE FORM

Requests to the Guidance Office for the mailing of transcripts, counselor recommendations, etc., must be made at least 12 FULL SCHOOL DAYS before the application deadline.

Student Name _____ Homeroom Teacher _____
 College _____ College Address _____
 City, State, Zip _____

DATE TO BE MAILED _____ **COLLEGE DEADLINE** _____

You are responsible for completing or attaining the following and mailing by the deadline:

	Required (√)	Date Completed or Mailed
Application (Common App? Yes No)		
Application fee		
Essay or personal statement		
Resume/Activity Log		

Guidance will mail the items listed below. (You must provide an addressed 9 X 12 envelope with 4 stamps. Please do not put a return address on the envelope.)

	Required by the College (√)	Date Completed/Mailed
School Report Form (Use HRHS form)		
Transcript (includes class rank, GPA), school profile, and current class schedule		
Most recent report card		
MCAS Pass/Fail Letter (Mass. State Colleges)		
SAT I Scores Dates Taken:		
SAT II Scores		
AP Scores		
Guidance Counselor Recommendation		
Teacher Recommendations Names of Teachers:		
1.		
2.		
3.		

I, the undersigned, hereby authorize the Guidance Department of Hampshire Regional High School to release all official school records, which have been and are being kept regarding myself (or my student) to the college or university designated above. Such information can include the "official school reference" normally requested by admissions officers and placement officers. I also authorize the release of MCAS results to Mass. institutions of higher education. (The Mass. Dept. of Education prohibits schools from releasing MCAS scores. Colleges will only be informed whether a student has passed or not passed.)

Signature (by parent if student is under 18) _____ Date _____

FOR GUIDANCE USE ONLY:

Mailed _____ Counselor _____
 Date Received _____ Postcard _____