

COLUMBUS SCHOOL FOR GIRLS
TRANSCRIPT REQUEST and RELEASE OF SCHOOL DOCUMENTS
2018-2019 Authorization Statement

- I authorize the release of my school transcript and other relevant school records to the college, university, scholarship, and/or summer program listed on the back of this form.

For Applications to Colleges and Universities:

- I acknowledge my obligation to be honest with my college counselor and with the colleges to which I am applying.
- I understand that it is the policy of Columbus School for Girls to inform colleges of serious disciplinary matters (those resulting in out-of-school suspension or expulsion), and I authorize the release of this information.
- I understand that teacher and counselor recommendations are confidential documents, and hereby waive access to them.
- I understand that because the Columbus School for Girls counselor and teachers provide comprehensive recommendations for each student, they do not complete character rating charts on recommendation forms.
- I understand that it is **my responsibility to ask teachers for recommendations**. I will complete the **Teacher Recommendation Request Form** for the College Counseling Office **and** will provide each teacher with the **Classroom Assessment Form**, **and the date of my earliest deadline** among the schools to which I intend to apply.
- I understand that it is **my responsibility** to have my **SAT and SAT Subject Tests and/or ACT scores officially sent** to the college/university from the testing agency to meet each college/university deadline. However, if a college or university contacts Columbus School for Girls and requests unofficial documentation of scores, I grant the College Counseling Office permission to share my scores.
- I understand that it is **my responsibility to submit my application to each college or university** electronically or via U.S. mail, and to **notify the College Counseling Office of all colleges to which I am applying, along with the final admission decision and scholarship award from each institution**.
- I understand that if I am submitting an **Early Decision (ED)** application, it is a **binding agreement**. Therefore, if financial aid is important to my family, I also understand that it is our responsibility to explore financial aid estimates via the institution's Net Price Calculator or by working with the admissions office and/or financial aid office **PRIOR to submitting the ED application**.

Authorizing Signatures

Name of Student (printed)

Date

Signature of Student

Signature of Parent

Student Name (printed): _____

Form XII – COLLEGE / UNIVERSITY APPLICATIONS

Please follow these deadlines for requesting school materials:

If the Application Deadline is:	Transcript Request is Due to the College Counseling Office:
October 15	Friday, September 7
November 1 and 15	Friday, September 21
December 1	Friday, October 19
December 15 - January 15	Friday, November 2

For students applying through **rolling decision** programs **or** to schools with **deadlines after January 15th**, transcript requests may be submitted to the College Counseling Office at any time (the earlier the better); however, you must allow **4 weeks** for processing of school forms.

I plan to apply to:

College Name	Application Type (Common App, School Specific, Coalition)	Admission Plan (EA, ED, ROLL, etc.)	Deadline Date

Forms IX-XII ~ SCHOLARSHIP / SUMMER PROGRAM APPLICATIONS

Scholarship/Program: _____ Application Deadline: _____

In what form do you need the transcript? (Please check)

- Official hard copy
- Unofficial electronic copy

Address (to send official hard copy): _____

Email address (for unofficial, electronic copy): _____

Checklist for all Transcript Requests:

- 1) Have you thoroughly read the reverse side of this form and acquired the authorizing signatures?
- 2) Have you attached forms (if applicable) that need to be completed and mailed with your transcript?