

FAITH HERITAGE SCHOOL—GUIDANCE OFFICE
COLLEGE APPLICATIONS – ACADEMIC RECORDS REQUEST

*(Please allow a minimum of **10 school days** for processing; Submit separate form for each college/scholarship)*

HAVE YOU TURNED IN A SIGNED RECORDS RELEASE/FERPA WAIVER TO GUIDANCE?

This request will not be processed until your waiver is on file.

Student Name: _____ Name of College/Scholarship: _____

College/Scholarship Contact (if any): _____

Decision Type: Early Decision Early Action Regular Decision

Application Deadline: _____ Date You Submitted Your Application: _____

How did you apply: Common App College's Online Application By Mail

Please be sure to review/complete these items:

- ALL SAT and/or ACT Scores Reports MUST be sent by the Testing Service.
- Have you updated your "Colleges I'm applying to" list in Naviance?
- For records being sent by mail, have you included a stamped, addressed envelope?
- For Common App – Have you matched your Naviance & Common App Accounts?
- Please remember Guidance needs a copy of all acceptance letters.

The FHS High School Profile, Secondary School Report with Counselor's Written Evaluation, and High School Transcript(s) will be sent to the above-listed college. In addition, please send the following:

Letters of Recommendation to be sent:	Special Requests/Additional Documents to be sent:
1.	<input type="checkbox"/> Mid-Year Report (Available after 1 st Semester) <input type="checkbox"/> Other:
2.	
3.	

Student Signature: _____ **Date:** _____

For Guidance Use Only:

Initial Date Received: _____ Naviance Updated: ____ LORs Complete: _____

Submission Date: _____ Via: ____ E-Docs | ____ Common App | ____ By Mail | ____ Staff Initials

Notes: