

# SOUTH WINDSOR HIGH SCHOOL

## ACADEMIC RECORDS REQUEST FORM

### PLEASE ALLOW 10 SCHOOL DAYS TO PROCESS

Email to [swhscounseling@swindsor.k12.ct.us](mailto:swhscounseling@swindsor.k12.ct.us)

Student Name: \_\_\_\_\_ Date Received (School Counseling Office Use Only) \_\_\_\_\_

Counselor: \_\_\_\_\_

Name(s) of teacher(s) you asked for a Letter of Recommendation: (1) \_\_\_\_\_ (2) \_\_\_\_\_

Are you requesting a Letter of Recommendation from your Counselor? Yes \_\_\_ No \_\_\_

**Your applications cannot be processed until you have:**

1. Submitted your completed application and payment to each college/program
2. Completed the FERPA waiver within your Common Application and “matched” your Common Application account with your Naviance account (if using Common Application)
3. Sent your SAT/ACT/Subject Test scores directly to each college from your College Board/ACT account (if school requires scores to be sent)
4. Communicated with the SWHS teachers that you listed above about writing your letter of recommendation **and** submitted an official request to each of teacher within Naviance?
5. Completed your Resume, Senior Brag Sheet, and Parent Brag Sheet on Naviance? (*Counselors require these forms prior to writing a letter of recommendation*)

**SUBMISSION METHOD (Must Check One)**

College/Program Name (with City and State)	Common Application	College Online Application	Paper Application	*App Type	Application Deadline	Teacher Recommendations to Send (list names)

\*Application Type: Please indicate Early Decision (ED), Early Action (EA), Regular Decision (RD), Rolling (R), Open (O), etc.

***I give my permission for South Windsor High School to release my child's current and future grades, transcript and teacher and counselor recommendations to the institutions listed above. If I want any of the above information withheld from any institution/program, I will submit an accompanying request.***

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