

# Seniors!

Confused? Don't know what to do?

Have you...

- ✓ Completed the "Permission to Transmit Student Records" form?

You can find it here: <http://www.wssd.org/Page/554>

## PERMISSION TO TRANSMIT STUDENT RECORDS

As part of the college application process, students are required to have their high school records (commonly referred to as the transcript) sent directly from the high school to every college or university to which the student applies. Strath Haven High School charges three dollars (\$3.00) for each transcript request beyond the first three. The office needs up to three weeks for the preparation and mailing of a transcript. A Strath Haven High School transcript typically consists of:

Page 1 Official record (name, address, birth date, grade level, courses taken and grades earned, courses now in progress, grade point average, attendance history, and social security number-optional)

Page 2 Standardized Achievement Test Scores: scores of tests given by the College Entrance Examination Board (SAT-I, SAT-II, PSAT, Advanced Placement and/or The American College Testing Program (ACT))

Page 3 Activities sheet (optional) provided by the student (verified and signed by Counselor)

Page 4 Strath Haven High School profile

No scores of the state mandated PSSA tests, or those given by the College Entrance Examination Board (SAT-I, SAT-II, PSAT, ACT) and/or the American College Testing Program (ACT) will be sent from SHHS unless the signed consent form below is on file with the guidance secretary in the counseling center.

Please check option A or B:

(A)  I grant permission for standardized test scores (this includes **ALL SCORES**) to be included in my child's transcript, which will be sent to the colleges, universities, scholarship programs, and other agencies that I or my child later specify (all of page 2).

(B)  I do not grant permission for standardized test scores to be sent (all of page 2).

In addition, please check this option if you wish to include PSSA scores, even if not currently on transcript.

Please include PSSA scores.

Name of Student (Please Print) \_\_\_\_\_

Signature of Parent/Guardian, or 18-year-old Student \_\_\_\_\_

Date \_\_\_\_\_

**BEFORE YOUR FIRST TRANSCRIPT REQUEST, MAKE SURE THIS FORM IS ON FILE IN THE GUIDANCE OFFICE**

- ✓ Registered for the Common App? *EVEN IF you aren't applying to any Common App schools?*

You can do that here: <https://www.commonapp.org>

- ✓ Logged in to Naviance and signed the FERPA Waiver?

You can do that here: <https://connection.naviance.com/strath>

- ✓ Begun to create your "Colleges I'm Applying to" List in Naviance?

- ✓ Followed the instructions on Guidance Website for requesting transcripts?

You can find those here: <http://www.wssd.org/Page/558>