

Date Requested: _____



Westerville Central High School
Transcript Release Form
2021-2022



(Please Print All Information on **BOTH SIDES**)

My Name:
Home Address:
Student ID # :
Phone:
Date of Birth:
Year of Graduation:
Email:

Please list who will submit a letter of recommendation:

Recommender:

Date you requested recommendation
(Please request in person first and then in Naviance)

- 1) _____
- 2) _____
- 3) _____

Please allow 2 weeks for completion of letters of recommendation.

I hereby approve the release of my school records to the persons or parties indicated at this time and again at the end of first semester. **I understand that I must request ACT and/or SAT scores to be sent directly from the testing agency to the college.** An additional first semester (midyear) senior transcript requests can be made when the first semester grades become available mid-January. A final transcript will be sent to the college or university that I select through Naviance once grades are finalized after graduation.

Student Signature:

TURN OVER →

2021-22 Transcript Release Form

List: College/University <small>(note if CCP)</small> Summer Camp, Special Event, or Scholarship	Early Action Y/N	Early Decision Y/N	Common Application Y/N	Added to Naviance Y/N	College's Deadline	*Date sent to college <small>(Naviance/mailed/ emailed)</small>

*For Counselor or Secretary use only

Revised 9/2021