

**TRANSCRIPT RELEASE FORM**

STUDENT NAME (print) \_\_\_\_\_ AGE \_\_\_\_\_ GRADUATION YEAR: \_\_\_\_\_  
 STUDENT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_  
 PARENT/GUARDIAN SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**\*\*\*the signature of a parent/guardian is required for students 17 years old and younger\*\*\***

By signing above I/We grant permission for the Lehigh Valley Charter High School for the Arts to release my complete Official Transcript which includes final grades, cumulative GPA, standardized test scores (i.e. PSAT, SAT, SAT Subject Tests, ACT, and/or Keystones scores), and my courses in progress to ALL of the designated colleges/universities, and/or scholarships listed below. *Unless otherwise indicated on the reverse side of this form as outlined in the Score Choice Optional section.* I/We have also electronically requested my official transcripts and letters of recommendation (if applicable) to the named colleges/universities, and/or scholarships below through Naviance Student.

*\*Please be advised: the School Counseling Department allows up to 10 (ten) school days to process your request.*

Office Use ONLY (date)	NAMES OF COLLEGE/SCHOLARSHIP(s):	APPLICATION POLICY & DEADLINE (i.e. Early Action - December 1st or 12/1) (i.e. Rolling - goal date for completion ____)	Letters of Recommendation (LOR) (NOTE: colleges have minimum and maximum LOR requirements & some college require a School Counselor's LOR - list in priority order)
	1.		1. _____ 2. _____ 3. _____
	2.		1. _____ 2. _____ 3. _____
	3.		1. _____ 2. _____ 3. _____
	4.		1. _____ 2. _____ 3. _____
	5.		1. _____ 2. _____ 3. _____

\_\_\_\_ (check here if additional college/universities/scholarships are listed on the reverse side of this form.)

**REMINDER!!!**

YES, I HAVE REQUESTED MY OFFICIAL TRANSCRIPT ELECTRONICALLY THROUGH NAVIANCE STUDENT

**EXTERNAL LETTERS OF RECOMMENDATION** (NOTE: Please research and confirm the number of recommendation letters that are required (minimum or maximum quantities) by college/university/scholarships on your list)

\_\_\_\_ I intend to use an outside recommender (non-Charter Arts employee). I assume responsibility to have my outside recommender send their letter directly to the college/university or to electronically request their letter (i.e. as an Other Recommender via the Common Application).

NAME OF OTHER RECOMMENDER: \_\_\_\_\_

NAME OF OTHER RECOMMENDER: \_\_\_\_\_

Additional Colleges/Universities/Scholarships:

Office Use ONLY (date)	NAMES OF COLLEGE/SCHOLARSHIP(s):	APPLICATION POLICY & DEADLINE (i.e. Early Action - December 1st or 12/1) (i.e. Rolling - goal date for completion ____)	Letters of Recommendation (LOR) (NOTE: colleges have minimum and maximum LOR requirements & some college require a School Counselor's LOR - list in priority order)
	6.		1. _____ 2. _____ 3. _____
	7.		1. _____ 2. _____ 3. _____
	8.		1. _____ 2. _____ 3. _____
	9.		1. _____ 2. _____ 3. _____
	10.		1. _____ 2. _____ 3. _____

**SCORE CHOICE/TEST OPTIONAL SECTION:**

Unless indicated below, Charter Arts reports all standardized test score performance on a student's official transcript. This practice facilitates reducing a student's financial obligation to report scores from the testing agency (i.e. the College Board or ACT Student) directly to colleges and universities which accept the receipt of scores on an official transcript as official score reports. Students and their parent/guardian(s) can choose to remove standardized test score(s) from their official transcript by completing the section below. In the event that one removes test scores from their transcript, you are assuming responsibility for reporting scores to any and all colleges which require standardized test scores as per their admissions criteria. (check/initial next to each test score that is to be removed, permanently)

- |   |   |
|---|---|
| <input type="checkbox"/> remove all PSAT scores             | Student initials _____ Parent/Guardian initials _____ |
| <input type="checkbox"/> remove all SAT scores              | Student initials _____ Parent/Guardian initials _____ |
| <input type="checkbox"/> remove all SAT Subject test scores | Student initials _____ Parent/Guardian initials _____ |
| <input type="checkbox"/> remove all ACT scores              | Student initials _____ Parent/Guardian initials _____ |

**AP TEST SCORES (if applicable):**

YES, I would like my AP exam score results listed on my Official Transcript.

Notes:

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