

# Transcript Release Form

Catalina Foothills High School ~ Office of the Registrar

Submitting this form permits CFHS to submit an official copy of the student's transcript to the college(s)/program(s) requested by the student via Naviance.

Student Name: \_\_\_\_\_ Counselor: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_ Date: \_\_\_\_\_

\*Parent Signature: \_\_\_\_\_ \* Required if student is under 18

## Naviance

CFHS utilizes Naviance, a secure web-based career and college planning tool, for all data transmission to colleges/universities. Students must log on to their Naviance account and complete COLLEGES I'M APPLYING TO under the COLLEGES tab. Simply adding a school to "Colleges I'm Applying To", however, does NOT generate a transcript request. Students must take the additional step of requesting submission of their transcript to each school/program by going to COLLEGES → TRANSCRIPTS → REQUEST TRANSCRIPTS. *Please note that you will not be able to request your transcripts in Naviance until this Transcript Release Form is processed (usually 2 business days). See Mrs. Cusack in the Counseling Office if you have any questions about Naviance.*

## Scholarship and/or Athletic Applications

Students must use Naviance to request transcripts for any scholarship and/or athletic applications (including the NCAA).

## Test Scores

CFHS does NOT include SAT, ACT or AP scores on transcripts, nor do we release these scores to universities. Students must contact the testing agency directly for score release to their selected colleges. Contact [www.collegeboard.com](http://www.collegeboard.com) regarding SAT scores and [www.act.org](http://www.act.org) regarding ACT scores.

## Transcript/Report Fees

There is a \$3 fee per out-of-state institution to support processing costs of the transcript, CFHS Profile, midyear reports if needed, and a final transcript. Students will receive a 'bill' from CFHS Bursar prior to graduation. There is no charge for transcripts sent to Arizona schools/programs.

## Application Notes:

- Most **state public colleges/universities** require only the student application, test scores, and a transcript. Students do not need to meet with their counselor unless a Secondary School Report (SSR) and/or a letter of recommendation is specifically required.
- **Private colleges/universities** typically require counselor submission of an SSR (Secondary School Report), which usually includes a letter of recommendation, in addition to the student's application, test scores, and transcript. If an SSR/letter is needed, please be sure to schedule an appointment with your counselor 4 weeks in advance of your first application deadline. *Use the Teacher Recommendation Request Form and guidelines (in Naviance "Documents" folder) if a college/program requires teacher recommendations.*
- **Common Application** If you are applying to a school that uses the Common Application (see list at [commonapp.org](http://commonapp.org)), you can choose to use either the Common App or the school's application to apply. To use Common App, register with Common App and then enter your Common App user name and password in Naviance to allow CFHS to send your transcript and supporting documents via Common App. Failure to enter this information in Naviance will delay the processing of your transcript and other materials. *Note: Your transcript will not be sent until your counselor letter of recommendation and SSR are completed as they go as a package to Common App. Remember to allow a month for your counselor to prepare these documents.* If you choose to use the school's application instead of the Common App, click "No" under the "Applying via Common App" column on the "Colleges I'm Applying To" page.
- **Confidentiality Waiver:** Students are encouraged to sign the FERPA/Confidentiality Waiver on college application forms. Whether or not you sign the confidentiality waiver on the college/scholarship application, however, know that CFHS counselors do not share recommendation letters and SSRs with students or parents.

