

TRANSCRIPT RELEASE FORM

STUDENT NAME (print): _____

STUDENT SIGNATURE: _____ **DATE:** _____

PARENT/GUARDIAN SIGNATURE: _____ **DATE:** _____

By signing above, I/we grant permission for the Lehigh Valley Charter High School for the Arts to release my Official Transcript, which includes final grades, cumulative GPA and senior courses in progress, as well as letters of recommendation, to the designated colleges and universities or scholarships listed below. I/We have also electronically requested my Official Transcript and any letters of recommendation to the colleges and universities below through Naviance Student. See the backside of this form for space for additional colleges and universities.

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

Office Use Only (date)	Name of College or Scholarship:	Application Type & Deadline: (e.g., Early Decision - Dec 1, Rolling - Feb 1)	Applied via Common App or External Website: (CA or EW)	Letters of Recommendation: NOTE: Each college has their own minimum and maximum LOR requirements. List teachers in priority order.
	1.			1. _____ 2. _____ 3. _____
	2.			1. _____ 2. _____ 3. _____
	3.			1. _____ 2. _____ 3. _____
	4.			1. _____ 2. _____ 3. _____
	5.			1. _____ 2. _____ 3. _____

EXTERNAL LETTERS OF RECOMMENDATION

Please research and confirm the number of recommendation letters that are required—minimum or maximum quantities—by college/university/scholarships on your list.

____ I am using an outside recommender (non-Charter Arts employee). I assume responsibility to have my outside recommender email their letter directly to the admissions department of the colleges and universities or to electronically request their letter as an “Other Recommender” on my Common App account.

ADDITIONAL COLLEGES & UNIVERSITIES

Office Use Only (date)	Name of College or Scholarship:	Application Type & Deadline: (e.g., Early Decision - Dec 1, Rolling - Feb 1)	Applied via Common App or External Website: (CA or EW)	Letters of Recommendation: NOTE: Each college has their own minimum and maximum LOR requirements. List teachers in priority order.
	6.			1. _____ 2. _____ 3. _____
	7.			1. _____ 2. _____ 3. _____
	8.			1. _____ 2. _____ 3. _____
	9.			1. _____ 2. _____ 3. _____
	10.			1. _____ 2. _____ 3. _____
	11.			1. _____ 2. _____ 3. _____
	12.			1. _____ 2. _____ 3. _____
	13.			1. _____ 2. _____ 3. _____
	14.			1. _____ 2. _____ 3. _____
	15.			1. _____ 2. _____ 3. _____

NOTES:
