

Date Request Received: _____

Cooperstown Central School
Transcript Request

Date Sent: _____
(Elect. Mail Fax)

Student Name: _____ DOB: _____ Year of Graduation _____

College Name(s) _____ Application Deadline (EA, ED, Rolling, Reg.) _____

Type of Application Completed: Paper Online

Did you use the Common Application to begin the College Application Process? Yes No
Did you indicate that in Naviance? (Click on Unknown under "Applying via Common App") Answer Yes or No.

If using Common Application: You must complete the following steps before you request a transcript:

- A. Match with Naviance
- B. Sign the FERPA Waiver

If not using the Common Application: You must add your college(s) to "colleges I am applying to" list in Naviance.

Teacher Recommendations:

Request Recommendation Letters through Naviance.

(List & Rank Teachers)

Check those items below that are to be included with transcript.

- To be Included: Test Results: SAT SAT II ACT AP
 Student Resume
 Other _____

Privacy Notice for College Applications

Please note: Recommendation letters will not be submitted if this FERPA waiver is not signed. Students using the Common Application can electronically sign a FERPA waiver when creating their account.

I, (print full name) _____, hereby request that my school records be released and forwarded to colleges/universities to which I apply.

I waive my right to review my counselor and teacher recommendation letters, and understand that I will never see these recommendations.

I do not waive my right to access and may someday choose to review my recommendations.

Student Signature

Date

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To be Used by Guidance

Date Requested: _____

Date Mailed: _____

Faxed: _____

Electronic: _____

Teacher Recommendations

Name _____

Date Mailed: _____

Faxed: _____

Electronic: _____

Name _____

Date Mailed: _____

Faxed: _____

Electronic: _____

Name _____

Date Mailed: _____

Faxed: _____

Electronic: _____