

WATKINS MILL HIGH SCHOOL COUNSELING DEPARTMENT
TRANSCRIPT & COUNSELOR RECOMMENDATION RELEASE FORM
 2016-2017

List below the names of the colleges/universities to which you are applying. You are to provide addressed envelopes with postage (manila envelope – 3 stamps) for schools that **DO NOT** accept electronic delivery. Allow 15 school days to process transcripts with counselor recommendation letters. Please be aware that failure to submit transcript/recommendation requests in a timely manner may result in deadlines not being met.

Student's Name: _____ ID#: _____ Counselor: _____

I give WMHS staff permission to release transcripts to individuals and/or institutions listed below and to answer all questions directed to school officials that may appear on any application materials submitted to accompany a transcript for the above named student.

_____ / _____ / _____
 Parent/Guardian Signature Date

NAME OF COLLEGE/UNIVERSITY	Which app did you do: CA, Coalition, or School's Own?	REC. LETTER NEEDED?	DID YOU PROVIDE ENVELOPE FOR EACH "MAIL" SCHOOL?	FEE	Counseling Office use only - (date mailed/submitted)
1.				FREE	
2.				FREE	
3.				FREE	
4.				\$3	
5.				\$3	
6.				\$3	
7.				\$3	
8.				\$3	
9.				\$3	
10.				\$3	
11.				\$3	
12.				\$3	
13.				\$3	
14.				\$3	
15.				\$3	