



West Essex Regional School District
Guidance Department
College Transcript Release Form

Student Name: _____ Counselor Name: _____

Name of College/University + Campus Location	Decision Type (Early Decision/Early Action/Regular/ Rolling, Priority)	Application Deadline Date	Application Type (Common App, Direct to Institution)
<i>Example: Knights University, Roundtable Campus, Camelot</i>	<i>Early Action</i>	<i>11/1/23</i>	<i>Common App</i>

(Turn over)

Please identify which teacher letters of recommendation you want sent with this application. Teachers listed on line number one will be the letter sent to schools who only allow one letter of recommendation.

1. _____ 2. _____

- Students are responsible for sending official SAT/ACT scores directly to the college.

Transcript requests must be turned in at least 10 school days before the deadline or it is not guaranteed they will be processed on time. Students are responsible for submitting the student portion of the application to each college by the due date. Mid-year grade reports will automatically be sent to ALL schools where initial transcripts were sent.

Student Signature: _____ **Date:** _____

Guidance Deadline for Transcript Request Form	College Application Deadline
October 2, 2023	October 15, 2023
October 18, 2023	November 1, 2023
November 1, 2023	November 15, 2023
November 14, 2023	December 1, 2023
December 1, 2023	December 15, 2023
December 11, 2023	January 1, 2024
January 18, 2023	February 1, 2024

For Office Use Only:

Date Received: _____

Date Sent: _____