



# Tahanto Regional Middle/High School

1001 Main Street  
Boylston, MA 01505



## TRANSCRIPT/RECORDS REQUEST FORM

*Tahanto requires student or parent/guardian signature authorization to release school records including official high school transcripts, and other information that may be requested.*

### Using the Tahanto School Records Request Form

The Transcript Request Form is due **10 school days prior** to any deadline.  
One form must be submitted to the Counseling Department for each request/college.

**I have also made this request via Naviance (must be done to be sent).**

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

Student Email: \_\_\_\_\_

Early Decision  Early Action  Regular Decision  Rolling  Scholarship

College/Recipient Name: \_\_\_\_\_

College/Scholarship Deadline: \_\_\_\_\_

College/Recipient Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Did you submit your college application? Submitted/will submit on: ___/___/___	Yes	No
Are you using the *Common Application to apply to this college/university?	Yes	No
Are you requesting an application fee waiver request from your counselor?	Yes	No
Would you like your counselor to mention your 504/IEP on your behalf?	Yes	No NA
Are you taking or have you taken courses outside of Tahanto?	Yes	No

### \*Important Notes:

**Do not forget to...**

- **Create a Common App Account, <http://www.commonapp.org/>**
- **Sign the CA FERPA Waiver & Authorization**
- **Match Naviance and Common App Accounts**
- **Update your Naviance/Family Connection account**
- **Contact teachers writing your letters of recommendation**

Colleges and universities require that you submit your official SAT, SAT Subject Test, and ACT exam scores directly from the College Board & ACT. **This is your responsibility.**

College Board	<a href="http://www.collegeboard.com">http://www.collegeboard.com</a>	(866) 756-7346
ACT	<a href="http://www.actstudent.org">http://www.actstudent.org</a>	(319) 337-1270

**I authorize Tahanto Regional Middle/High School to send my school records.**

*(This may include an official transcript, counselor statement when requested, and other supporting materials that the counseling department deems appropriate in agreement with students/parents/guardians)*

Student Signature: \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date \_\_\_\_\_