

RECORDS RELEASE FORM

GUIDANCE OFFICE

PHONE: (973) 347-7600 ext. 5120/5121

FAX: (973) 448-0106

For currently enrolled LVHS students applying to colleges, scholarships, etc: Please submit this form **directly to your counselor** a minimum of **10 school days** prior to the application deadline.

Please DO NOT leave this form in a mailbox or with anyone besides your counselor.

Student's Name (Please Print)

Counselor's Name _____

Application deadline is _____

What type of application is this? Common App – Coalition - Local/Private App - Other_____

If this is a Common Application, did you complete the FERPA? YES or NO

Add this college to the *Colleges I'm Applying to* section of Naviance? YES or NO

Some colleges accept a limited number of teacher recommendations. Please list your teacher recs in the order of priority you wish them to be submitted: _____

PLEASE FORWARD MY APPLICATION INFORMATION TO:

NAME OF COLLEGE/UNIVERSITY

ADDRESS/ P.O. BOX

CITY, STATE, & ZIP CODE

Student Signature

Parent Signature

For School Counselor Use:

Date received by counselor

Date sent by counselor

Method of Issue:

☐ Naviance☐ Mail

☐ SENDedu