
Student Name (please print)_____
Date

I authorize Mount Mansfield Union High School to forward my (student's) transcript and other supporting documents to the colleges as requested in Naviance.

- ☐ I am requesting a letter of recommendation from my counselor. I have spoken to them about my request and requested the recommendation in Naviance. I understand that I must complete my brag sheet in Naviance in order for my counselor to write my recommendation.

If known, please indicate your earliest application deadline: _____

X _____
Student Signature

X _____
Parent/Guardian Signature (if student is under 18)

Parent email (please print clearly)

Once this form is turned in to Ms. Norcross in the Student Services office, you must log in to Naviance and request that your transcript be sent to the colleges you are applying to.

Whenever possible, requests for transcripts (and recommendations) should be made at least 3 in-session school weeks prior to the application deadline.

- Refer to your Naviance checklist for instructions on how to request your transcript.
- If you decide not to apply to a college, and have already requested your transcript, please attempt to delete the school in Naviance/Common App and inform Ms. Norcross in Student Services.
- Mid-year grades will automatically be submitted to the same schools that your initial transcript was sent to. If you do not want your mid-year grades sent, please let Ms. Norcross know.
- Please make a copy of this form for your records – we can make a copy for you, if needed.
- **ONCE YOU HAVE INDICATED IN NAVIANCE WHICH COLLEGE YOU WILL BE ATTENDING, A FINAL TRANSCRIPT WILL BE SUBMITTED AT THE END OF THE SCHOOL YEAR. IF YOU DO NOT CHOOSE THE SCHOOL YOU WILL BE ATTENDING, THE SYSTEM WILL NOT ALLOW FOR FINAL TRANSCRIPTS TO BE UPLOADED. PLEASE HAVE THIS COMPLETED BY JUNE 1ST 2026**

PLEASE DO NOT WRITE IN THIS AREA, FOR OFFICE USE ONLY

DATE RECEIVED: _____

- ☐ Counselor Recommendation
☐ CA Counselor Rec Form
☐ CA Secondary School Report
☐ NACAC Secondary School Report

No Counselor Rec Requested _____

First Deadline _____

Date Rec/Forms Completed _____

Notes: _____

School	Application Type	Initial Materials (Trans,SR,CR,Prof)	1 st Qtr	Mid-Year	Final	*	Comments
	CA Email Mail Parchment						
	CA Email Mail Parchment						
	CA Email Mail Parchment						
	CA Email Mail Parchment						
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* Attending in Fall