



# TRANSCRIPT RELEASE AUTHORIZATION

## Riverside Brookfield High School

### Currently Enrolled Students

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_  
FIRST MI LAST

BIRTHDATE: \_\_\_\_\_

COUNSELOR: \_\_\_\_\_ CLASS OF: \_\_\_\_\_

**Since college admission test scores are not included on my transcript, I understand it is my responsibility to submit these directly.**

**I also understand that I must allow at least ten (10) school days for an official transcript to be processed.**

I authorize Riverside Brookfield High School to forward my official

TRANSCRIPTS TO: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

**Deadline  
Due:** \_\_\_\_\_

STUDENT'S SIGNATURE: \_\_\_\_\_

PARENT/GUARDIAN'S SIGNATURE: \_\_\_\_\_

(If student is under 18)

**PLEASE CHECK:** \_\_\_\_\_

I have completed the student portion of the paper application and **attached** it to this authorization.

**OR**

**Common Application:** \_\_\_\_\_

I have completed and **sent** the student portion of the application: Please circle one—(online or paper)

\_\_\_\_\_ **YES\***

\_\_\_\_\_ **NO**

I have **attached** the counselor portion of this application to this authorization.

**\*If yes, please provide the email you used to register for the Common App:** \_\_\_\_\_

I have attached \$ \_\_\_\_\_ for the application fee.

**OR**

I have paid the application fee online.

**OR**

There is no application fee.

Although I must still submit official scores; I request my highest ACT/SAT scores be indicated on the secondary school report if applicable.

**THIS SECTION TO BE COMPLETED BY RBHS:**

**To be completed by counselor:**

**To be completed by Ms. Englehart & counselor:**

Date received from student: \_\_\_\_\_

Date returned to counselor: \_\_\_\_\_

\_\_\_\_\_ Early Decision

Date returned to Ms. Englehart: \_\_\_\_\_

\_\_\_\_\_ Early Action

6<sup>th</sup> Semester edocs/mailed: \_\_\_\_\_

\_\_\_\_\_ Priority Filing

7<sup>th</sup> Semester edocs/mailed: \_\_\_\_\_

Letters of Recommendation: \_\_\_\_\_

Final Transcript Mailed: \_\_\_\_\_

Counselor: \_\_\_\_\_

Other(s): \_\_\_\_\_

Date to Ms. Englehart: \_\_\_\_\_ OK to Go \_\_\_\_\_