

**Villa Joseph Marie High School
Authorization to Send Transcript Form 2022-2023
VJM School Code: 392990**

Please return this form to Counseling Department, 10 working days prior to your earliest deadline.

Student Name _____

Intended Major _____

School(s) to which you are applying to:

Name of School	Deadline	Decision Type (ED, EA, Rolling, RD)	Teacher letters to send: (prioritize)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Please check off that the following items have been completed before submitting this request form:

- ☐ Updated "Colleges I'm applying to" list in Naviance to match the above list.
- ☐ Student Profile completed in Naviance for counselor letter.
- ☐ FERPA signed & Naviance/Common Application accounts matched.

Please read the following statement & sign below:

"I give Villa Joseph Marie High School permission to provide academic records required by the above named school." I understand that this information is to be used by the College Admissions Office in evaluation of college applications or for scholarship opportunities. The VJMHS Counseling Office will submit transcripts and supporting documents. Students are responsible for submitting ALL applications and ALL standardized test scores if required.

_____	_____	_____
Student Signature	Parent Signature	Date

FOR COUNSELING DEPARTMENT USE:

Date form submitted by student: _____ Date documents submitted to college: _____