

BRISTOL CENTRAL HIGH SCHOOL  
Guidance Department  
CEEB: 070-075  
Transcript Request Form

Each request for a release must be provided to the Guidance Counselor with a parent/guardian signature(or student signature if student is 18). You may only use **one** request form per college/scholarship you are applying to.

***This form must be submitted to your counselor at least 10 school days prior to the application deadline. If it is not received in this timeframe then we cannot guarantee its arrival by the college/university admissions deadline.***

I authorize Bristol Central High School to release a copy of the transcript of the student named below:

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

TO:

\_\_\_\_\_  
Name of College/Committee

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip Code  
(provide full name, including branch if applicable and a full mailing address)

**Are you using Common Application**  **yes**  **no**

If yes, please provide:

Common Application Username \_\_\_\_\_

Common Application Password \_\_\_\_\_

(this information will be used to allow electronic submissions through Naviance)

**Date you submitted your application** \_\_\_\_\_

**Application type**  Regular Decision  Early Action  Early Decision

**Due date for application** \_\_\_\_\_

\*\*\* If your transcript and supporting documents will need to be sent by mail you must provide an accurately addressed envelope with 3-4 stamps. This is for **each** college that requires documents sent via mail, rather than sent electronically. The way a school receives documents can be found on Naviance.\*\*\*

**PLEASE NOTE: IT IS THE STUDENTS RESPONSIBILITY TO PROVIDE SAT/ACT SCORES TO COLLEGES. IF YOU HAVE NOT DONE SO ALREADY, FOR SAT GO TO [WWW.COLLEGEBOARD.COM](http://WWW.COLLEGEBOARD.COM) OR FOR ACT GO TO [WWW.ACTSTUDENT.ORG](http://WWW.ACTSTUDENT.ORG) AND FOLLOW THE INSTRUCTIONS ON HOW TO SEND YOUR TEST SCORES.**

\_\_\_\_\_  
Parent/Guardian Signature(required if student is under 18)

\_\_\_\_\_  
DATE

NOTE: In order to secure the integrity of the Bristol Public School District, as a matter of practice, "official" transcripts will not be released directly to students or parent/guardians. Parents/student may, however, receive an unofficial copy of the student transcript. If there is an extenuating circumstance, the designated recipient may receive written notification of such release.

A faxed copy of this release is as valid as the original. Fax# 860-584-7766