

WAYNE TOWNSHIP PUBLIC SCHOOLS
WAYNE HILLS HIGH SCHOOL

School Counseling Department

272 Berdan Ave. • Wayne, New Jersey
Tel: 973 317 2030 • Fax: 973 633 3188

TRANSCRIPT VERIFICATION FORM

NAME _____

ADDRESS _____ PHONE # _____

EMAIL ADDRESS _____

COUNSELOR _____ DATE _____

NOTE: TRANSCRIPTS WILL NOT BE SENT TO ANY COLLEGES UNTIL THIS FORM IS SIGNED AND RETURNED.

NO TRANSCRIPT WILL BE RELEASED WITHOUT THIS SIGNED VERIFICATION FORM

REQUESTS TO PROCESS YOUR TRANSCRIPT MUST BE GIVEN TO YOUR COUNSELOR AT LEAST TEN (10) SCHOOL DAYS PRIOR TO THE APPLICATION DEADLINE.

Release Section:

By signing below I give my permission to have official copies of my transcript to the colleges I am applying to.

Date

Parent Signature

Student Signature




**** PLEASE BE AWARE THAT MID-YEAR REPORTS WILL NOT BE SENT AUTOMATICALLY. IF YOUR SCHOOL REQUIRES MID-YEAR TRANSCRIPTS, PLEASE NOTIFY YOUR COUNSELOR BY JANUARY 31st**

****PLEASE BE AWARE THAT WAYNE HILLS DOES NOT RELEASE RANK UNLESS SPECIFICALLY REQUESTED. IF YOU WISH TO HAVE YOUR RANK RELEASED YOU MUST COMPLETE FORM C**

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2016-17 High School Transcript Request Form

THIS REQUEST TO PROCESS YOUR TRANSCRIPT SHOULD BE GIVEN TO YOUR COUNSELOR AT LEAST **TEN (10)** SCHOOL DAYS PRIOR TO THE APPLICATION DEADLINE.

Name of Student:			Name of Counselor:				
			Submission Type				
Date Submitted to Guidance	College Name	Application Deadline	E-Docs	Common App	Mail Only	Is It: Early Decision? Y or N	Names of Recommenders:
							

**** IF YOU LISTED A COLLEGE, YOU MUST FOLLOW THE DIRECTIONS FOR MAILED APPLICATIONS ON NAVIANCE!!**

**** FORM A MUST BE PROPERLY SIGNED AND SUBMITTED TO THE SCHOOL COUNSELOR BEFORE ANY TRANSCRIPTS WILL BE RELEASED!!**

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The Wayne Township Board of Education no longer reports class rank.

**Please sign this only if you would like to include
your child's rank on the transcripts**

**If after careful consideration, you wish to report your Senior class rank
please sign below. Please be aware that by completing this request your rank
will be included with application materials to ALL schools you apply to.**

Parent Signature to include rank

Student Signature to include rank