



## COLUMBUS PREPARATORY ACADEMY HS TRANSCRIPT RELEASE FORM

STUDENT: \_\_\_\_\_ DATE: \_\_\_\_\_

By signing this form, I give consent for CPA to send all required documents to the colleges to which I am applying:

STUDENT SIGNATURE: \_\_\_\_\_ PARENT SIGNATURE: \_\_\_\_\_

STUDENT CELL # \_\_\_\_\_ STUDENT EMAIL: \_\_\_\_\_

Requests must be submitted at least 7 days in advance to guarantee sufficient processing time.

I am applying to: (List colleges)  
*(If needed, complete an additional form.)*

I am applying to: (List colleges) <i>If needed, complete an additional form.</i>	Common App? Y/N (circle one)	Application Deadline (required)
1) _____	Y   N	_____
2) _____	Y   N	_____
3) _____	Y   N	_____
4) _____	Y   N	_____
5) _____	Y   N	_____

⇒ Will you be requesting your Counselor to write you a letter of recommendation?      Y   N  
*If yes, then please schedule a one period, "Senior Interview" with your counselor.*

Are you applying Early Decision to a school?    Check: \_\_\_\_\_ yes \_\_\_\_\_ no  
If yes, which school? \_\_\_\_\_

*Some schools may have their own required secondary school report. If so, please attach this form to your transcript release form. If you are eligible for the Federal Free or Reduced lunch program, please tell your School Counselor.*

PAPER TRANSCRIPTS: Paper transcripts will be enclosed in an envelope with the school stamp across the seal, **which the students will pick up and mail themselves; this cannot be opened, or the college will not accept it as "official"**. If there is a counselor/secondary school form required, please attach it to this form. NOTE: If you are requesting a teacher recommendation to be mailed, please give teachers a stamped envelope addressed to the university, along with your resume, and ask the teacher to mail the recommendation directly to the college when it is completed. Teachers should be given a minimum of 10 school days to complete the recommendation