

Appointments with Mrs. Carey

Please be sure to bring the following with you to your appointment:

- Authorization to Release Pupil Records form **SIGNED** by you and your parent if you are under 18. (Just Once)
- Transcript Request Form(s) with address(es) of school(s)—one per college
- Senior Information Summary printed off Naviance with your first request if you are asking for a counselor recommendation
- Secondary School Report/Counselor Recommendation Form for each college you are applying to IF we are mailing transcript (each school calls it something different -- basically any form the counselor needs to sign and we need to mail)
- \$3.00 for each transcript request after the third.
- 9x12 envelope with 3 stamps, addressed to college – OR - \$2.00 to purchase a stamped envelope (One for each College **that does not use E-Docs**)

****Be sure to ask for a PASS from Mrs. H or Mrs. Carey at the time you make your appointment.****