

DAMASCUS HIGH SCHOOL

APPOINTMENTS WITH MRS. CAREY

Please be sure to bring the following **REQUIRED** documents to the appointment:

- **Authorization to Release Pupil Records Form** *signed* by student and parent/guardian if student is under 18 (fill out once)
- **Transcript Request Form** with address of college - one request per college
- **Senior Information Summary** printed from Naviance with first request if student is asking for a counselor to write a recommendation
- **Secondary School Report/Counselor Recommendation Form** for each college student is applying to *IF* DHS is mailing transcript. (sometimes named differently; basically any form the counselor needs to sign and DHS needs to mail)
- \$3.00 for each transcript request after the 3rd request
- 9 x 12 envelope with 3 stamps, addressed to college one for each college *that does not use E-Docs*

Appointments can be made with Mrs. Carey, Registrar:

- Before school
- During lunch
- After school