

Transcript Request Form

There are few ways to send your ECA transcript to Colleges and Universities.

- 1) Some sending school counselors will upload it to Naviance. If choosing this option, please provide your school counselor's name and e-mail on this form.
- 2) Regular mail-submit a stamped envelope with the college and address written on envelope
- 3) Provide an e-mail to college/university admissions office for electronic submission.
- 4) Hand in to ECA School Counselor, Julie Massaro at least two weeks prior to due date or there is no guarantee deadline will be met. List schools and due date for transcript.

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| 1. | 8. |
| 2. | 9. |
| 3. | 10. |
| 4. | 11. |
| 5. | 12. |
| 6. | 13. |
| 7. | 14. |

My sending school counselor will upload my ECA transcript to Naviance.

My counselor's e-mail is:



REQUEST FOR RELEASE OF INFORMATION

Student Name _____ Department _____

Please Print

Date of Birth _____ Age _____

Date Requested _____

In Accordance with Family Educational Rights and Privacy Act (Public Law #93-380), I authorize ACES Educational Center for the Arts to release any and/or all information and records pertaining to me to the following schools listed on the back of this form. These records include all courses, grades, GPA summary, standardized district tests and disciplinary records if applicable. Futhermore, I release any person and/or the ACES/ECA Schools from all liability and hold them harmless for providing such information, including but not limited to, via transcript and or/recommendation.

Student Signature _____

Parent/Guardian Signature _____

For Office Use Only
Date Received:



LEARNING THROUGH THE ARTS

WWW.ACES.ORG/ECA