

## REQUEST FOR SCHOOL TRANSCRIPT

**To the Student: This form must be completed for each college/program/scholarship to which you plan to apply. Please read the following instructions carefully:**

- To begin the transcript request process, **make an appointment** to meet with your school counselor.
- For your school counselor meeting, **bring this form, completed**, for each college or scholarship program to which you are applying.
- **Note:** to guarantee your transcript's arrival by the Application Postmark Deadline, you must submit this request to the Guidance Department ten (10) school days prior to that date.

_____	_____	_____	_____
Student Name	Grade	Date	Counselor
_____	<input type="checkbox"/> Early Decision	<input type="checkbox"/> Early Action	<input type="checkbox"/> Regular Decision
Name of College/Program/Scholarship	<input type="checkbox"/> Rolling _____		
_____	_____		
Intended Major (if applicable)	Application Postmark Deadline		

Information Requested:	Is this a Common Application? (circle one)	Yes	No
<input type="checkbox"/> Official Transcript			
<input type="checkbox"/> Counselor Letter			
<input type="checkbox"/> School/Counselor Report (from the application packet)*			
<input type="checkbox"/> Other (Please specify) _____			

Be sure to submit your SAT scores from the College Board to each college/university. You may contact the College Board online at [www.collegeboard.com](http://www.collegeboard.com).

\*If the counselor section cannot be detached from the application, submit the entire application.

**NOTE:** It is not necessary to submit to Guidance the Mid-Year School/Counselor Report form from the college application. Every college to which you apply will automatically receive your Midyear Report at the conclusion of the first semester.

---

I plan to submit an application to the above-named college/university/program:

\_\_\_\_\_  
Student Signature