

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
Name of College/Program/Scholarship	<input type="checkbox"/> Early Decision	<input type="checkbox"/> Early Action	<input type="checkbox"/> Regular Decision
	<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.

*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