

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 with you:**
 1. **This form, completed**, for each college or scholarship program to which you are applying.
 2. **A 9x12 envelope** addressed to each college or scholarship program; **do not place stamps on these envelopes; return address on envelopes should be:** Guidance Services, Holmdel High School, 36 Crawfords Corner Road, Holmdel, NJ 07733. **Please type/print neatly.**
 3. **Labels**, preprinted with your name and address to affix to postcards which will be given to you by a guidance secretary at time of your counselor meeting; colleges will return the postcards to you with date of receipt of your transcript. **Note:** these postcards are for college applications only.
 4. **A \$2.00 fee** (required for each request) to cover postage for initial, mid-year and final transcript mailing.
- **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

Official Transcript

Counselor Letter

School/Counselor Report (from the application packet)*

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

See instructions on back of this sheet

YOUR 9 x 12 COLLEGE ENVELOPES SHOULD BE ADDRESSED AS FOLLOWS:

Guidance Services
Holmdel High School
36 Crawfords Corner Road
Holmdel, NJ 07733

Do not put stamps here

College/University Name
Office of Undergraduate Admissions
Street Address
City, State Zip Code

YOUR COLLEGE POSTCARDS SHOULD BE ADDRESSED AS FOLLOWS:

FRONT



Your Name
Street Address
Holmdel, NJ 07733

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BACK

TO: The Office of Admission

College Name Here
Name of College/University

Please complete this card when you receive the enclosed information.
Thank you.

The Office of Admission received the materials you requested from
Holmdel High School Office of Guidance Services.

Dated: _____