

**Please allow 10 business days to process your application**

## TRANSCRIPT REQUEST FORM

### SYOSSET HIGH SCHOOL GUIDANCE DEPARTMENT

**THIS FORM MUST BE COMPLETED FOR EACH COLLEGE OR SCHOLARSHIP TO WHICH YOU APPLY**

When you have completed your college applications, fill out this form for each college and make an appointment with your counselor to request your transcript and letter of recommendation be sent. You are ready to make an appointment with your counselor provided the following items are on file in the guidance office:

- Parent/Self Evaluation Form
- Activity Sheet
- Yellow Teacher Comment Form(s)

And the following are completed:

- Common Application Account Created
- FERPA Waiver Form Completed on *Naviance*

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Name of Student \_\_\_\_\_ Date of Birth \_\_\_\_\_

Name of College/Scholarship \_\_\_\_\_

Address of College/Program \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Type of application: Early Decision    Restrictive Early Action    Early Action    Rolling Admissions    Regular Decision

Type of submission:                      *Naviance*                      Paper Application                      Online

Application Deadline Date \_\_\_\_\_

FERPA Waiver form for *Naviance* completed?      Yes      No

**Official test scores must be sent directly to the colleges via the College Board and/or ACT websites –  
collegeboard.com and act.org**

Special Instructions? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

STUDENT SIGNATURE \_\_\_\_\_

DATE RECEIVED BY THE COUNSELOR \_\_\_\_\_

COUNSELOR SIGNATURE \_\_\_\_\_

DATE OF MAILING (Office Use Only) \_\_\_\_\_

DATE OF ELECTRONIC SUBMISSION (eDOCS) \_\_\_\_\_

**\*\*The transcript, counselor recommendation, and secondary school form will be pending  
as per *Naviance* until student submits the common application to each school.\*\***