

## The Geneva School

Transcript Request Form

Please complete and submit this form to your College Counselor (Including any counselor forms). You must have a current Student Record Release (signed by you and your parent) on file in the Guidance Office in order for your request to be processed. Please allow a minimum of 48 hours for processing.

STUDENT NAME:	_ DATE:
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Please check one in EACH item below:	
1) □ OFFICIAL TRANSCRIPT: -OR □ COLLEGE REQUEST □ SCHOLARSHIP REQUEST	□ UNOFFICIAL TRANSCRIPT (personal use)
2) SAT (*Unofficial) ACT (*Unofficial) Do <i>not</i> send scores  *YOU must go to <a href="www.collegeboard.com">www.collegeboard.com</a> (SAT) and <a href="www.act.org">www.act.org</a> (ACT) and request to have your official test scores sent to each college you are applying to (if you have not requested them to be sent at the time you registered to take the each test)!!!!!	
3) □Common App. Sent – <i>OR</i> □Spec	cific College App. Sent
4) COLLEGE/ORGANIZATION (name and address) (print clearly below):	
Office of Admissions	
Dead Lines (complete one - plus the **notification date):	
☐ Early Decision- Deadline/_/	
□ Early Action- Deadline / / □ Regular Decision- Deadline /	otification Date <u>/ / REQUIRED</u>
☐ Rolling Decision	☐ Scholarship Deadline/_/
I have requested recommendations from the following people:  1 Date of request/_/	
2 Date of request// 3 Date of request//	
☐ Teacher recommendations not required	
Application sent (date)/,	<b>DR</b> □ Mailed
OR □* Application not sent - □ Send Transcript on://	
7 Application not sent a sent Transonpt on.	
STUDENT SIGNATURE:	DATE://
FOR OFFICE USE ONLY:	☐ Hold (for application):
Counselor Signature:Registrar's Signature	Date received:
D Transavint D Profile D Secret D Councillar rec D Pot Postcard	Midterm Penert Date cent