

**THOMAS WORTHINGTON HIGH SCHOOL  
SCHOOL COUNSELING DEPT.**

STUDENT: \_\_\_\_\_

DATE: \_\_\_\_\_

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

PARENT SIGNATURE: \_\_\_\_\_

STUDENT CELL #: \_\_\_\_\_

STUDENT EMAIL: \_\_\_\_\_

**ELECTRONIC TRANSCRIPTS (must be via Naviance):** If a written counselor recommendation is required, a senior interview must be scheduled ASAP; please bring a resume or completed teacher recommendation request form to the interview. ***Requests must be submitted at least 10 days in advance to guarantee sufficient processing time.***

I am applying to: (List colleges)	Common App? Y/N (circle one)		Application Deadline
1) _____	Y	N	_____
2) _____	Y	N	_____
3) _____	Y	N	_____
4) _____	Y	N	_____
5) _____	Y	N	_____
6) _____	Y	N	_____

**PAPER TRANSCRIPTS: ALL PAPER MATERIALS MUST BE SUBMITTED TOGETHER FOR TRANSCRIPT TO BE CORRECTLY PROCESSED.**

Paper transcripts will be enclosed in a TWHS envelope with the school stamp across the seal; this cannot be opened, or the college will not accept it as official. If there is a counselor/secondary school form required, please attach it to this form. If a written counselor recommendation is required, a senior interview must be scheduled before turning in these forms. Recommendations and college forms will all be included in the sealed envelopes, **which students will pick up and mail themselves.** Please note: We require a minimum 24 hour notice for transcripts and at least 10 school days for recommendations and counselor forms.

--- Transcript fee of \$1.00 per transcript, payable to TWHS;

--- If applicable, Counselor Recommendation Form/Secondary School Report

**NOTE:** If you are requesting a teacher recommendation to be mailed, please give teachers a stamped envelope addressed to the university, along with your resume, and ask the teacher to mail the recommendation directly to the college when it is completed. Teachers should be given a minimum of 10 school days to complete the recommendation.

I am applying to: (List colleges)	Date Rec'd	Date Ret'd student Intl.	Mid yr.
1) _____	_____	_____	_____
2) _____	_____	_____	_____
3) _____	_____	_____	_____
4) _____	_____	_____	_____
5) _____	_____	_____	_____