

# TRANSCRIPT REQUEST FORM

Name: \_\_\_\_\_

Today's Date: \_\_\_\_\_

College Name: \_\_\_\_\_

State: \_\_\_\_\_

BRANCH (IF APPLICABLE) \_\_\_\_\_

Please check one:

- On-line application
- Paper application (please attach to this form along with the fee/fee waiver)
- Common Application

## On-Line / Paper Applications

**Students are responsible for having SAT/ACT scores sent from the testing agency directly to the college or university.**

Did you request your SAT/ACT scores be sent to the college or university ?  
\_\_\_\_\_

Are Teacher/Counselor recommendations **REQUIRED**? \_\_\_\_\_

**GUIDANCE WILL HOLD THIS FORM FOR THE FOLLOWING RECOMMENDATIONS:** *It is the student's responsibility to request letters of recommendation. Please allow 2 weeks for your letter to be written. Follow up with teachers if you do not receive your postcard within 2 weeks. Some schools require specific teacher/counselor recommendation forms.*

Form Required    OFFICE USE ONLY

TEACHER NAME \_\_\_\_\_ Y or N \_\_\_\_\_ RECVD \_\_\_\_\_

TEACHER NAME \_\_\_\_\_ Y or N \_\_\_\_\_ RECVD \_\_\_\_\_

COUNSELOR \_\_\_\_\_ Y or N \_\_\_\_\_ RECVD \_\_\_\_\_

Does the Guidance Department have these recommendations on file from previous applications? \_\_\_\_\_

Does this college require an essay? \_\_\_\_\_ SUBMITTED ONLINE?  
\_\_\_\_\_

Are you submitting a resume with this application? \_\_\_\_\_ RECVD \_\_\_\_\_

\*\*\*Please attach fee or fee waiver for paper applications.

SPECIAL INSTRUCTIONS: \_\_\_\_\_

## Common Application

- Ask Teachers to accept "online recommendation option" when email received.
- All documents must be submitted electronically (application, SSR, teacher rec's)
- Sent SAT/ACT scores directly from testing agency (Collegeboard / ACT) to the colleges applying to.
- Provided teacher & counselor email addresses for rec's & secondary school report (school forms tab)
- Checked common application account to verify teacher rec's have been submitted.
- Does the college require a supplement? \_\_\_\_\_
- Supplement submitted.
- Request fee waiver if applicable (free/reduced lunch students).

**Note: Please advise your teachers to submit a letter of recommendation to the guidance office if you intend to use the letter for other applications.**

**IMPORTANT NOTE:** Students will receive a postcard from guidance indicating that all materials have been mailed per their request on their transcript release form. If a postcard is not received within two weeks, students should inquire about the status of their application materials.

OFFICE USE ONLY: APPLICATION PROCESSED

ENCLOSED: APPLICATION: \_\_\_\_\_ TRANSCRIPT: \_\_\_\_\_ MID YEAR GRADES: \_\_\_\_\_ RESUME: \_\_\_\_\_

RECOMMENDATIONS: \_\_\_\_\_ ESSAY: \_\_\_\_\_ FEE/WAIVER: \_\_\_\_\_ APPLICATION COPIED/MAILED: \_\_\_\_\_

POST CARD SENT: \_\_\_\_\_ SSR/TRANSCRIPT SUBMITTED VIA COMMON APP: \_\_\_\_\_