

HAVERFORD HIGH SCHOOL REGULAR MAIL TRANSCRIPT REQUEST FORM

Completion of step 12 on the [Transcript Request Instructions for Post High School Applications](#) will initiate the 15 school day processing time for your paper transcripts.

The Counseling Office will begin accepting Transcript Requests on the first student day of the school year.

Name: _____ **Section:** _____ **Date of Birth:** _____

Please check one: Early Decision Early Action Regular Decision Rolling Admission
Application Deadline (as set by the school you are applying to) _____

	YES	NO
1. Have you completed the Transcript Release Permission Form ? If no, please obtain one from Mrs. Novino or the HHS Counseling website, complete and return to Mrs. Novino. This form must be completed prior to requesting your first Transcript.	<input type="checkbox"/>	<input type="checkbox"/>
2. Have you completed the Transcript Request Page on Naviance? If no, please log in to Naviance, complete and then bring this envelope back to Mrs. Novino.	<input type="checkbox"/>	<input type="checkbox"/>
3. Does your application require a School Report/Counselor Information Form? If yes, make sure it is enclosed in this envelope.	<input type="checkbox"/>	<input type="checkbox"/>
4. Does your application require a Counselor Letter of Recommendation? If yes, have you completed the following required forms on Naviance?	<input type="checkbox"/>	<input type="checkbox"/>
• Student Evaluation	<input type="checkbox"/>	<input type="checkbox"/>
• Activities Record	<input type="checkbox"/>	<input type="checkbox"/>
If no, please log in to Naviance, complete and then bring this envelope back to Mrs. Novino.		
5. Have your parent(s)/guardian(s) completed the Parent Information Sheet on Naviance? If no, please have your parent(s)/guardians(s) log in to Naviance using your ID and Password, click on About Me, click on Parent Information Sheet and complete.	<input type="checkbox"/>	<input type="checkbox"/>

The following need to be completed before Mrs. Novino will accept your Regular Mail Transcript Request Envelope:

- Official admission testing scores sent via www.collegeboard.org (SAT) or www.actstudent.org (ACT)
- Transcript Request Form (stapled to envelope)
- Parent Notification card (white), complete both sides, **adhere 1 stamp**
- School Notification card (green), complete one side, **adhere 1 stamp**
- HHS 9" X 12" Envelope addressed to the school you are applying to, **adhere 2 stamps**
- School Report Form/Counselor Information Form enclosed in the HHS Envelope (if applicable)

Please accurately write the address of the school you are applying to as it appears on the front of the HHS Envelope:

Completion of the **Transcript Release Permission Form** acknowledges my permission for Haverford High School to release my Official Transcript and Senior Year Schedule to the address listed above. I am aware that a School Profile will be included by the Counseling Office.

Date Received by Counseling Office: _____ Date Entered in Spreadsheet: _____

Date Mailed by Counseling Office: _____ Counselor Signature: _____