



William Floyd High School Counseling Center

Official Transcript Request
For college and scholarship applications

Time Stamp/Office Use

Student: _____

Counselor: _____

ID#: _____

Phone #: _____

I understand that I must allow at least 10 business days for processing. This form must be completed in full before any transcripts can be sent. Please send a copy of my official transcript to the college/university/ scholarship to which I have applied.

The deadline for this application is: _____

I am applying: Early Action Early Decision Regular Decision

All steps must be completed prior to submitting this form:

- Handed in Brag Sheet and Activity Sheet to my counselor
- Added Colleges to the "Colleges I'm Applying To" Tab in Naviance
- Checked to make sure teacher letters are requested in Naviance
- Common Application Matched to Naviance (if you used Common App)
- FERPA wavier & authorization form completed on the Common App (if you used Common App)
- I understand it is my responsibility to submit my SAT/ACT scores to colleges
**** It takes 4-6 weeks for testing agencies to process ****
 SAT/SAT Subject Tests - www.collegeboard.org
 ACT - www.actstudent.org
- Submitted Application

How did you apply?

Common Application SUNY.edu Specific College Website Other

Send/Submit to:

Please send: (Please make sure your counselor has the items you are requesting to be sent)

- Transcript
- Fee Waiver (only available if you currently receive free or reduced lunch)
- Letter(s) of Recommendation from _____

- Other _____

Student Signature: _____