

SHS REQUEST FOR TRANSCRIPT

SHS SAT/ACT School Code 070760

Phone (860) 668-3813

Please complete this form and submit to the Counseling Secretary **after you've submitted your application to the college and at least two weeks before the college deadline date for each application sent. See specific deadlines below.*

**** If you would like Q1 grades to be sent, you must submit a request once grades are finalized. Mid-Year Transcripts will automatically be sent to all schools which have received your initial transcript.**

Student Name: _____

Student Signature: _____ Date: _____

Parent Signature: _____ Counselor Name: _____

College Name, State & Branch: _____

Application Deadline Date: _____

Application is: Regular/Rolling Early Decision Early Action

I submitted my application using:

- COMMON APP electronic submission
- COALITION/Other electronic submission
- Non-COMMON APP submission/directly to institution
- Paper/Mail Submission

I, the student, have:

- Submitted** this application to this college.
- Added** this college to my COLLEGES I'M APPLYING TO list in NAVIANCE
- Added** this college to my COMMON APP LIST (if it is a Common App School)
- Completed** the Release of Records form (FERPA) in the Common App
- Requested** teacher recommendations in PERSON and in NAVIANCE
- Requested** my official SAT/ACT score(s) from College Board or ACT

If your application deadline is:	This form is due by:
October 15	October 1
November 1	October 16
November 15	October 30
December 01	November 15
December 15	November 25
January 01	December 6
January 15	December 20
February 01	January 15

With your transcript request, the Counseling Office sends the following information:

Academic Transcript
Counselor Recommendation (if requested)
Secondary School Report
Senior Course Schedule
School Profile

***** for office use only *****

Received by guidance

To Counselor _____

To Secretary _____

Submitted/Sent Out _____

COLLEGE APPLICATION CHECKLIST

STUDENT RESPONSIBILITIES:

- Ask 2-3 teachers for recommendations via **Naviance**. Be clear with them about which specific colleges to which they should submit the letter of recommendation.
- If you need or would like a full counselor recommendation letter, ask your counselor well in advance. Common App requires a *Counselor Recommendation Form* which we will do automatically when you submit a transcript request.
- Create **Common App** account.
- Complete **Common App FERPA** waiver.
- Submit applications, including essay and application fee.
- Request transcript by submitting a **Transcript Request Form** to the counseling office at least two weeks before deadline.
- Request **SAT/ACT** scores be sent to each of your schools that require them. Requests are made directly through their websites: SAT = *collegeboard.org*, ACT = *actstudent.org*.
- Check scholarships in **Naviance** weekly.
- Complete **FAFSA** – earliest submission is October 1.
- Check w/ college financial aid offices to see what other documents must be completed (ie: CSS profile, colleges own institutional forms, etc.)

COUNSELING OFFICE RESPONSIBILITIES:

- Assist with all aspects of the college search and application process.
- Provide a comprehensive **College/Career Readiness Calendar** (see website) for seniors and parents to use throughout the year.
- Upon request at least 3 weeks before any deadline, counselor will write a letter of recommendation and upload into Naviance as 'Written Statement.'
- Counselor completes **Common App Counselor Recommendation Form** and **School Report Form** as required upon receipt of Request for Transcript form.
- Once Request for Transcript form is received, we will send official transcript, current senior year course schedule, counselor letter (if requested) and/or required school forms along with official school profile.
- Counseling office will automatically send mid-year report cards to all colleges for which you have previously requested transcripts, and final transcript to the college you'll be attending. First quarter grades will be sent **upon request**.
- Maintain a local scholarship listing on **Naviance** for seniors and parents to check regularly.