

**WASHINGTONVILLE SENIOR HIGH SCHOOL  
TRANSCRIPT REQUEST**

**Student Directions:**

1. Complete this form and give it to your counselor at least 7 school days before your first deadline.
2. For **College Applications**, the Washingtonville High School Guidance Office will submit your transcript, school profile, counselor recommendation and school report when required. **Students are responsible for sending any standardized testing (SAT, ACT or Subject Tests) directly to the schools they are applying to. In addition, students are required to make arrangements with their recommenders to upload documents electronically to Naviance or Common Application. Please also be sure that you have submitted your resume to your counselor, and that you have met with your counselor to review the student portion of your application prior to submission.**
3. For **Scholarship Applications**, provide your counselor with any forms required by the specific scholarship, and information regarding mailing.

Name of College/University	I have applied via Common App (CA), Electronically (EL), Mail (M) <b>Circle ONE</b>			Type of Application Early Decision (ED), Early Action (EA), Regular (REG), Rolling (ROLL) <b>Circle ONE</b>	Application Deadline (ED or EA <b>ONLY</b> )	<i>Office Use Only</i>			
	CA	EL	M			Tran	Rec	Date Submitted	MLSTN
	CA	EL	M	ED EA REG ROLL					
	CA	EL	M	ED EA REG ROLL					
	CA	EL	M	ED EA REG ROLL					
	CA	EL	M	ED EA REG ROLL					
	CA	EL	M	ED EA REG ROLL					
	CA	EL	M	ED EA REG ROLL					

• **STUDENT CHECK OFF:**

- I have added these colleges to my active application list in Naviance.
- I have completed the FERPA waiver and linked my Common Application by entering my email on Naviance.
- I have added requested teacher(s) to Naviance and/or added other outside/community recommenders directly to the Common Application.

**STUDENT SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_ **PARENT SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**STUDENT LAST NAME:** \_\_\_\_\_ **FIRST NAME** \_\_\_\_\_ **DOB:** \_\_\_\_\_ **Student ID#** \_\_\_\_\_