

**PELHAM MEMORIAL HIGH SCHOOL**  
**TRANSCRIPT REQUEST FORM - CEEB CODE: 334470**  
DIRECTIONS FOR COMPLETING THE TRANSCRIPT REQUEST PROCESS ARE ON THE BACK

<b>LAST NAME</b>	<b>FIRST</b>	<b>M.I.</b>	<b>DATE OF BIRTH</b>
<b>EMAIL ADDRESS</b>		<b>COUNSELOR NAME</b>	
<b>HOME ADDRESS</b>	<b>CITY</b>	<b>STATE</b>	<b>ZIP</b>

College Name, Scholarship, or Summer Program City, State	Application Type: ED/EA/ Regular/ Rolling	CommonApp, Coalition, or School-Specific	Deadline	ED Agreement Submitted?	Paperwork Complete (Counselor Use Only)
Ex. Westchester Community College Valhalla, NY	Ex. Rolling	Ex. School Specific	Ex. Rolling	Ex. N/A	Ex. Submitted 11/1 via Naviance

**BY SIGNING THIS FORM YOU ARE GIVING THE SCHOOL COUNSELING OFFICE PERMISSION TO SEND OUT YOUR TRANSCRIPT AND LETTER OF RECOMMENDATION TO THE ABOVE LOCATIONS.**

Student Signature \_\_\_\_\_ Date submitted to counselor: \_\_\_\_\_  
 Parent/Guardian Signature \_\_\_\_\_ Date: \_\_\_\_\_

**(TURN OVER)**

**DID YOU.... (Check when complete)**

- Complete your FERPA? \_\_\_\_\_
- Send your SAT/ACT scores via the CollegeBoard? \_\_\_\_\_
- Move “Colleges I’m Thinking About” to “Colleges I’m Applying to?” on Naviance? \_\_\_\_\_
- Ask your teachers for Recommendation Letters and to submit on Naviance? \_\_\_\_\_
- Qualify and receive a fee waiver? \_\_\_\_
  - If yes, NACAC/CollegeBoard/SUNY? \_\_\_\_\_
- NCAA Clearinghouse Form Submitted? \_\_\_\_\_
  - If appropriate, for Division I or II Athletics? \_\_\_\_\_
- Did you Transfer to Common App? \_\_\_\_\_

**TRANSCRIPT REQUEST PROCESS**

1. Complete the transcript request form for each school, scholarship or summer program to which you are applying. Be sure that your parent/guardian has signed at the bottom. One form can be used for up to eight requests.
2. This form must be submitted to your counselor in person. E-mail requests will not be accepted.
3. When you bring the transcript request form to your counselor, he/she will prepare and send your package. This package will include a transcript and the Pelham Memorial High School Profile, letter of recommendation and secondary school report (if applicable).
4. After your transcript has been mailed, the transcript request form will be filed as our record of what transcripts we have mailed.
5. It is the students’ responsibility to send the completed application directly to the college/university as well as **send your Standardized test scores.**

**Hints for filling out the front of this form:**

**Application Deadline-** The deadline the application is due at a college or scholarship/summer program  
**Early Action/Decision-** Please indicate if you are applying EA (Early Action) or ED (Early Decision) by writing either EA or ED in that box

**Submission Type-** This is for the college process. Look on Naviance: Write if you are submitting this application via Common Application, Coalition or a School-Specific Application

**ALLOW A MINIMUM OF 10 SCHOOL DAYS FOR PROCESSING  
YOUR TRANSCRIPT REQUEST.**