

**Haddam-Killingworth High School**  
**TRANSCRIPT REQUEST FORM-FOR SUBMITTED COLLEGES**

Student Name: \_\_\_\_\_ Date Received \_\_\_\_\_  
 Counselor: Baerlein  Myers  Stone  (School Counseling Office Use Only)

Name(s) of teacher and or counselor (s) writing you a recommendation: (1) \_\_\_\_\_ (2) \_\_\_\_\_  
**ONLY REQUEST TWO LETTERS (FROM TEACHERS) OF RECOMMENDATION IF REQUIRED BY COLLEGE(S)**

**ATTENTION STUDENTS:** Your applications CANNOT be processed without these steps completed.

- Submitted your completed application and payment?
- Filled out your FERPA waiver on the Common Application and "matched" your Common Application with your Naviance account?
- Listed the schools to where you have applied (see below)
- Sent required SAT/ACT/Subject Test scores directly to my college(s) from the College Board/ACT? (This is the student's responsibility).
- Spoken with teachers that I am requesting recommendations and confirmed with a request e-mail in Naviance?
- Posted Candidate Biography Form on Naviance? (Counselors require these forms prior to writing a letter of recommendations).

**SUBMISSION METHOD (Must Check One)**

| College/Institution<br>(Please include City and State where<br>College is located) | Application<br>Deadline | * Application<br>Type | Common<br>App | Other | Teachers Recommendations to Send (please list in<br>order of preference) |
|--|-------------------------|-----------------------|---------------|-------|--|
|  |                         |                       |               |       | 1) 2)  |
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|  |                         |                       |               |       | 1) 2)  |

\*Application Type: Please indicate Early Action (EA), Early Decision (ED), Regular Decision (RD), Rolling (R), etc.  
 Please note once this completed form has been submitted the counseling office has up to 10 school days to process your request

**I give my permission for Haddam-Killingworth High School to release my child's transcript and teacher/counselor recommendations to the above  
 named colleges/institutions.**  
 Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Parent/Guardian Printed Name \_\_\_\_\_