

# WILLIAM FLOYD H.S. TRANSCRIPT REQUEST FORM

Received  
Office Use:

**\*\*This form must be completed for EACH college you apply to & returned to the Counseling Center\*\***

**\*\*This form MUST be submitted *at least* 10-business days before the application deadline\*\***

STUDENT NAME: \_\_\_\_\_

STUDENT ID #: \_\_\_\_\_

COUNSELOR'S NAME: \_\_\_\_\_

CELL PHONE #: \_\_\_\_\_

COLLEGE NAME: \_\_\_\_\_

COLLEGE MAJOR: \_\_\_\_\_

➤ **Type Of Application (Check One):**

\_\_\_\_\_ Online **COMMON APPLICATION**

\_\_\_\_\_ Online **CUNY APPLICATION**

\_\_\_\_\_ Online **SUNY APPLICATION**

\_\_\_\_\_ Online **COLLEGE SPECIFIC APPLICATION**

➤ **Application Deadline:** Please check one box and note the application deadline:

<input type="checkbox"/> *Early Decision or ED II	<input type="checkbox"/> Early Action	<input type="checkbox"/> Priority	<input type="checkbox"/> Regular Decision
DUE DATE: _____	DUE DATE: _____	DUE DATE: _____	DUE DATE: _____

\*  ED Agreement must be completed

➤ **Teacher Letters of Recommendation:** (\*List in order of preference)

I have asked my teacher(s) to write a letter of recommendation in person and requested via Naviance.

Teacher 1: \_\_\_\_\_ Teacher 2: \_\_\_\_\_ Teacher 3: \_\_\_\_\_

➤ **College/Scholarship Name and Mailing Address:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

➤ **Fee Waiver (only available if you currently qualify for free or reduced lunch):** Yes: \_\_\_\_\_ No: \_\_\_\_\_

➤ **STUDENT CHECKLIST:**

If using the Common App., you MUST complete the FERPA and match your common app. account with your Naviance account.

It is my responsibility to submit my SAT/ACT scores to colleges. **It takes 4-6 weeks for testing agencies to process your request.**

➤ I authorize the Counseling Center to submit my transcript and above listed items to the college/scholarship noted on this form. Letters of recommendation are confidential and not for review by students or parents.

Student Signature (*\*required*): \_\_\_\_\_

Date: \_\_\_\_\_