

### Transcript/Recommendation Request

Please follow these instructions carefully for each application. Attach to this form with a paper clip any additional application materials that you are turning in to the Guidance Secretary.

Last Name \_\_\_\_\_ First Name \_\_\_\_\_

Today's Date \_\_\_\_\_ Application Deadline \_\_\_\_\_

*\*Ten (10) school days prior to the application deadline are required to complete the processing of the request. Thank you.*

Counselor: (circle one) **DeChant Drost Dalton Gentry Marcinek**

Name of College, Scholarship or recruiter

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

#### PLEASE SEND THE FOLLOWING INFORMATION:

\_\_\_1. High School Transcript

\_\_\_2. Teacher Recommendations    College Form    Naviance    LHS Letterhead Rec.  
(Circle required only)

\_\_\_3. Counselor Recommendations    College Form    Naviance    LHS Letterhead Rec.  
(Circle required only)

\_\_\_4. Other (please describe) \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

(Please do not write below this line)

Date received in Guidance \_\_\_\_\_ Date given to counselor \_\_\_\_\_

Date completed by counselor \_\_\_\_\_ Date mailed \_\_\_\_\_

This form will be filed in the student's guidance folder as verification of action taken.

