



DANSVILLE HIGH SCHOOL COUNSELING OFFICE

Transcript Request Form

One Request Form
MUST be completed
for **EACH** copy
that you need

Student Name: _____ Date: _____

Intended College Major: _____

COLLEGE, MILITARY, OR SCHOLARSHIP INFORMATION

College/Military/Scholarship Name: _____

College/Military/Scholarship Address: _____

City: _____ State: _____ Zip: _____

College/Military/Scholarship Phone: _____ Fax: _____

Please Check: What is the transcript being used for, and what is the deadline date?

College/Military - Deadline Date: ___/___/___ Scholarship - Deadline Date: ___/___/___

Please Check for College Application: What source did you use to apply?

Common App SUNY Application SendEdu School Specific

****Dansville School Code is 331575****

*****Be sure to complete the FERPA Waiver on Naviance and Match your Common App Account*****

By signing below, I give permission for my transcript, test records, and other supporting documents to be sent to the above named college/scholarship program. I understand the following:

Mid-Year Reports/Grades: The Counseling Office automatically sends mid-year grades/transcripts to all of the colleges that had an initial transcript sent to, using the same method of submission. (Common App, SUNY, SendEdu, or mailed as School Specific.)

Test Scores: By default, high school transcripts contain SAT, ACT, and/or AP testing results; these scores that appear on a transcript are **NOT** college "OFFICIAL." A request may be made to have SAT, ACT, and/or AP scores removed from a transcript, however, if the scores are removed from a transcript, they will not be replaced for any future transcript copies. If a college specifically states that it wants "OFFICIAL SCORES," they **MUST** be forwarded directly from the testing agency at the student's request and expense.

Final Reports/Grades: A final transcript will be sent to **ONLY** the college that the student indicates on their "Future Plans Senior Survey" that is completed at the end of the school year.

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

**** PLEASE ALLOW UP TO 10 SCHOOL DAYS TO PROCESS ****

For Office Use Only: Date Request Received: _____ Schooltool Updated: _____

Special Notes: _____

OFFICIAL COPY

UNOFFICIAL COPY

Guidance Secretary

Counselor

Upload Naviance: _____
Email to Counselor: _____
Copy to Counselor: _____
Sent via Mail/Fax: _____

Submitted to Naviance: _____
Sent SUNY/SendEdu: _____
College Downloaded: _____
Counselor Approved: _____

Copy to Student _____
Copy to Scholarship _____
Sent via Email: _____
Sent via Mail: _____
Sent via Fax: _____