

## MLHS Transcript Request Form

Student Name: \_\_\_\_\_

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

Counselor Name: \_\_\_\_\_

**Due to the large volume of applications processed by the Counseling Department, students must submit their Transcript Request Form to their counselor THREE WEEKS prior to any deadline date. Forms can be emailed to your School Counselor or dropped off at the Counseling Office.**

<b>If My College Deadline Is:</b>	<b>Submit This Form To Your Counselor By:</b>
October 15	September 23
November 1	October 11
November 15	October 25
December 1	November 10
December 15	November 22
January 1-15	December 5
February 1	January 11

*If you are applying to more than 10 schools, please complete two forms.*

Name of College / Scholarship	Application Deadline	Application Type* (Highlight One)			Common Application? (Highlight One)	
		ED	EA	RD	YES	NO
1.		ED	EA	RD	YES	NO
2.		ED	EA	RD	YES	NO
3.		ED	EA	RD	YES	NO
4.		ED	EA	RD	YES	NO
5.		ED	EA	RD	YES	NO
6.		ED	EA	RD	YES	NO
7.		ED	EA	RD	YES	NO
8.		ED	EA	RD	YES	NO
9.		ED	EA	RD	YES	NO
10.		ED	EA	RD	YES	NO

*\* ED = Early Decision, EA = Early Action, RD = Regular Decision. If you have a different application type, please write it in.*

**PLEASE NOTE:** Students are responsible for sending their official test scores directly to the institution. This can be completed through the College Board and/or ACT website. Be sure to check each college/university's requirements about this ahead of time. **Review Student Responsibilities below.**

### Student Responsibilities

Please make sure that the following tasks are completed before submitting this form:

- Complete the permission to release school records (FERPA waiver).
- Request letters of recommendation from teachers. Make sure requests are in Naviance.
- Complete Brag Sheet on Naviance.
- Update your Naviance account.
- Send your standardized test scores to college/universities, if applicable.

**Counselor Section:** Initials: \_\_\_\_\_

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

Notes: \_\_\_\_\_