

TRANSCRIPT REQUEST FORM

*This form must be completed for **EACH** application/college*
****Please allow 12 school days to ensure timely processing****

Student Name: _____

College/Scholarship: _____

Student Cell#: _____

Non-school email address: _____

Application Method (check one)

Common App* ☐ *Please link Naviance and CA

SUNY App ☐

Individual College Website ☐

Other ☐ _____

Application Timeline (check one and include deadline)

Early Decision ☐ Deadline: _____

Early Action ☐ Deadline: _____

Regular Decision ☐ Deadline: _____

Rolling ☐ Deadline: _____

Did you indicate on your application that you qualify for a fee waiver? Yes ☐ No ☐ (Counselors must verify)

You **MUST** add this college to "Colleges I'm Applying To" on Naviance. Check here when completed ☐

Items to be sent by IHS Counseling Center: (check all the apply)

☐ Official High School Transcript

☐ Letters of Recommendation – Please list the last names of the specific school staff whose letters you would like sent. Follow the specific requirements of the college you are applying to.

Teachers:

Counselor:

Other staff members:

Please note, if you had someone outside of IHS write you a letter of recommendation, *they can send it directly to the college.*

☐ Test Scores – please check this box if you authorize IHS to send your UNOFFICIAL test scores.

DO NOT CHECK THIS BOX if:

1. Official test scores are required. These must be sent directly through College Board for SAT or through ACT.
2. You want to pick and choose what scores you send. Again, send them directly through College Board for SAT or through ACT.

If you have any questions about this form, please email Mrs. Cook at: jessica_cook@westiron.monroe.edu

I give permission for all documents indicated above to be sent to the listed College/Scholarship.

Student Signature

Date

Parent/Guardian Signature (if under 18)

Date

Office Use Only Date Received _____ Date to Counselor _____ Return by _____

Additional documents attached _____

Documents missing _____

Date Mailed/Hand Carried _____ CA _____ On-line _____ by: _____

CI _____ Date _____