

HOLLAND CENTRAL SCHOOL TRANSCRIPT REQUEST FORM

NAME _____

Date of Birth _____

College and Scholarship Applications:

When applying to a college or for a scholarship, the Guidance Office will submit the materials indicated on this request. Students are responsible for sending all other supporting documentation. SAT and ACT scores listed on the transcript are "unofficial". If the college(s) you are applying to request "official" scores, you must contact the COLLEGEBOARD or ACT to have official scores sent.

Please check the documents you wish to have sent:

- ___ Application (*Only if using a paper application. *Also, bring stamps.*)
- ___ Official Transcript
- ___ Most Current Report Card
- ___ Counselor recommendation/School Report

How did you apply:

___ Common Application

___ SUNY Application

___ Online Directly to College/
Scholarship organization

___ Paper Application

For paper applications, list college name or scholarship organization and address for transcript to be mailed:

1 _____ 2 _____ 3 _____

Please list colleges/scholarship agency:

- I have submitted my resume and recommendation form (required for counselor recommendation).*
- I have reviewed my transcript and my SAT and ACT scores appear to be accurate.*
- I have checked admission requirements at each college I am applying to. For those that require my SAT and ACT scores to be sent directly from the testing agency, I will contact Collegeboard(SAT) and ACT to have my scores sent to my colleges.*

Student Signature _____

Date _____

Please return to Guidance Office or Mail to: Holland Central Schools – Guidance Office,
103 Canada Street
Holland NY 14080

For Office Use Only: Date received _____ Date Sent _____