

TRANSCRIPT REQUEST FORM

- INSTRUCTIONS:
1. Complete **1** *Transcript Request Form* for **each** college applying to.
 2. Submit this form to the guidance secretary.
 3. Make sure the **FERPA WAIVER** has been completed in Naviance.
 4. Transcripts cannot be sent until the above items have been completed.
 5. Make sure you send your official test scores through College Board and/or ACT.

Student Name: _____ DATE: _____ Counselor: _____

I APPLIED TO:

College Name: _____ Application Due Date: _____

College Address: _____ City: _____ State: _____

☐ Early Decision

☐ Early Action (Non-Binding)

☐ Regular Decision

HOW DID YOU APPLY?

<input type="radio"/> Common Application
<input type="radio"/> School Application; was it a priority application? Yes ____ No ____
<input type="radio"/> CUNY Application - CUNY application #: _____
<input type="radio"/> SUNY Application
<input type="radio"/> SENDedu

STUDENT SIGNATURE: _____ DATE: _____

GUIDANCE OFFICE USE ONLY

This office will send documents in the following manner:

☐ Common App ☐ eDOCS ☐ Mail ☐ SENDedu ☐ Other: _____

ITEM	COLLECTED TO MAIL	SENT	INITIAL
School Profile			
Transcript			
Common App Secondary Report			
Counselor Recommendation			
Teacher Recommendations			
Teacher Common App Report			
Other: _____			

NOTES/COMMENTS: