

MOUNTAIN VISTA HIGH SCHOOL DOCUMENT REQUEST FORM

ALLOW 10 SCHOOL DAYS FOR PROCESSING

Current Students - \$3 CASH for each request Alumni/Former Students - \$5 CASH for each request

Last Name _____ First Name _____

Counselor Name _____ Graduation Year _____

Yes No Have you added the college(s) to your "Colleges I'm Applying To" list in Naviance?

Yes No If using the Common Application, have you matched your account to Naviance?

COMMON APPLICATION REQUESTS

College	Due Date	Letter of Recommendation (if required) - list name(s)

NON-COMMON APPLICATION COLLEGES/SCHOLARSHIP/NCAA/NAIA REQUESTS

College/Scholarship/NCAA/NAIA	Due Date	Letter of Recommendation (if required) - list name(s)

TRANSCRIPTS ARE SENT ELECTRONICALLY UNLESS HARDCOPY OR EMAIL IS REQUESTED:

Hard Copy Transcript - Picked up on _____

Email (Provide Email Address) _____

Student Signature _____ Date: _____

Your signature indicates your permission to release the requested documentation.

COUNSELING OFFICE USE ONLY

TRANSCRIPT SENT _____	<input type="checkbox"/> COUNSELOR COMPLETED <input type="checkbox"/> COMMON APP <input type="checkbox"/> RECOMMENDATION LETTER <input type="checkbox"/> NACAC
RECOMMENDATION SENT _____	
FEES PAID _____ DATE RECEIVED _____	