

SHS TRANSCRIPT REQUEST FORM 2025-2026

*This form must be submitted to your counselor ***in-person***, during a scheduled meeting.

****DO NOT*** email this form or leave it in your counselor's door box.

APPLICATION DEADLINE	TRANSCRIPT REQUEST FORM DUE DATE
OCTOBER 15	SEPTEMBER 23
NOVEMBER 1	OCTOBER 9
DECEMBER 1	NOVEMBER 4
JANUARY 1	DECEMBER 3
Rolling Admissions	Minimum 10 school days prior to deadline

PRIOR TO SUBMITTING THIS FORM, PLEASE COMPLETE THE FOLLOWING STEPS:

- Sign the FERPA Waiver found on the Common Application
- Match your Naviance and Common Application accounts
- Officially submit your SAT and/or ACT scores to your colleges (**if sending**)

Your Name:

Your Counselor:

TR Form Submission Date:

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Formal Teacher Letters of Recommendation (in order of preference):

1. teacher	2. teacher	3. teacher
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Name, City & State of College:

Deadline

Application Option: :

Ex.: SUNY Cortland, Cortland, NY	11/15	EA/ED/RD/rolling
1.		
2.		
3.		
4.		
5.		
6.		
7.		
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9.		
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11.		
12.		
13.		
14.		
15.		
16.		

Student Signature_____

Parent Signature_____