

Transcript Request Form

Blind Brook High School Counseling Department

A transcript request form must be completed for each school to which you apply. A minimum of two weeks' notice is required for all transcript requests.

All October 15th deadlines should be submitted to the Counseling Department by October 1, 2026

All November 1st deadline should be submitted to the Counseling Department by October 16, 2026

This form must be reviewed with your School Counselor. Do not leave this form on a counselor's desk.

Student Name: _____ Date transcript request is turned in: _____

Name of College/Destination/Campus: _____

The Counseling Department recommends that students use the Common Application when possible. Please indicate below which application system you used to apply:

☐ Common Application ☐ Individual College Application ☐ Coalition Application

Application deadline date: _____

Please check the type of application you submitted:

****Early Decision** _____ *You may only apply to one school Early Decision. If you are accepted, you must immediately withdraw any additional applications you have submitted.*

Early Action _____

Priority Deadline _____

Regular Decision _____

Rolling Decision _____

Other/Scholarship _____

Restrictive Early Action _____

Formal Teacher Requests: 1. _____ 2. _____

Students must still speak with their teachers regarding the formal letter of recommendation(s).

Once this form has been submitted, the counseling office will forward an academic transcript, a letter of recommendation, a school profile, and a secondary school report to the college admissions office. A Mid-year Report will be submitted mid-year. Students are responsible for sending College Board and ACT testing results directly to the school. Teacher letters are forwarded by the individual teacher and are not processed through the guidance office.

Signature _____