

# 2026-2027 REQUEST FORM

For ELECTRONIC  
COLLEGE  
Submissions

Please complete this form and return it to the College Center. You will be billed via PaySchools.

**\$5 Official Transcript Fee for EACH college requested (\$15 for full page).**

**PLEASE Print** (1<sup>st</sup> Request needs 3 weeks to process. Please plan accordingly.)

Name: \_\_\_\_\_ Class Year: \_\_\_\_\_

Counselor: \_\_\_\_\_

This is my **FIRST** transcript request (Please circle one): YES or NO

FERPA WAIVER COMPLETE? YES or NO (if using Common App)

**\*Your Common App must be linked to MaiaLearning before this request can be processed.**

**\*Please make sure you request your teacher's letter of recommendation in MaiaLearning. Turn the page over for instructions.**

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

NOTE: Upper Arlington High School Transcripts do NOT contain any testing information, such as ACT or SAT scores. These scores must be sent directly through the testing organization or self-reported IF the school allows (check websites). Transcripts report ONLY semester grades.

(IF ED: Counselor Signature: \_\_\_\_\_) I have attended another High School: \_\_\_\_\_  
Name/State and grade level

|                                                                                                   |                           |                                                                            |
|---------------------------------------------------------------------------------------------------|---------------------------|----------------------------------------------------------------------------|
| 1. _____                                                                                          |                           |                                                                            |
| College Name                                                                                      | City and State of College | Application Due Date                                                       |
| I am applying via <b>Comm App   College Website</b><br>(Circle One)                               |                           | This app is: <b>ED   EA   Priority   Rolling   Regular</b><br>(Circle One) |
| I need a counselor recommendation: <b>yes or no</b> (If yes, you will need to ask your counselor) |                           |                                                                            |

|                                                                                                   |                           |                                                                            |
|---------------------------------------------------------------------------------------------------|---------------------------|----------------------------------------------------------------------------|
| 2. _____                                                                                          |                           |                                                                            |
| College Name                                                                                      | City and State of College | Application Due Date                                                       |
| I am applying via <b>Comm App   College Website</b><br>(Circle One)                               |                           | This app is: <b>ED   EA   Priority   Rolling   Regular</b><br>(Circle One) |
| I need a counselor recommendation: <b>yes or no</b> (If yes, you will need to ask your counselor) |                           |                                                                            |

|                                                                                                   |                           |                                                                            |
|---------------------------------------------------------------------------------------------------|---------------------------|----------------------------------------------------------------------------|
| 3. _____                                                                                          |                           |                                                                            |
| College Name                                                                                      | City and State of College | Application Due Date                                                       |
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| I need a counselor recommendation: <b>yes or no</b> (If yes, you will need to ask your counselor) |                           |                                                                            |

OFFICE USE ONLY

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Date: \_\_\_\_\_ Recd by: \_\_\_\_\_

Counselor Initial: \_\_\_\_\_ Return Date: \_\_\_\_\_

Amount Charged to PaySchools: \_\_\_\_\_

VIA: CA/eDocs or US Mail Date: \_\_\_\_\_

Page: \_\_\_\_\_ of \_\_\_\_\_

TURN OVER —>

***If a Counselor Recommendation is required you will need the following: Brag Sheet (completed by parents) AND College/Career Form for Counselors (completed by student) must be given to your Counselor at least 3 weeks prior to first due date.***

Both documents can be found electronically in Canvas, MaiaLearning (Resources), or hard copies can be found in the College Center.

***If a Teacher Letter of Recommendation is required:***

Students will request UAHS teacher recommendations within MaiaLearning. On the left-side navigation menu, click **Universities** and select **Recommendations**.

1. A list of "Recommenders" are on the left side of the page
2. Search by name or browse the list, and check the box next to select the teacher name
3. Under the "Universities" you will check the box to the Universities that you want the teacher letter sent
4. Repeat steps 2 and 3 if you are doing additional requests (each teacher should be processed separately)
5. Specify the college deadline for the teacher recommendation (Required)
6. Answer each question under "Information for Recommenders"
7. Click "SAVE"

All documents should be completed 3 weeks BEFORE the first college application deadline; so your teacher has time to write a strong letter.

**HIGH SCHOOL RESUME**

**A resume of High School activities should be completed for your counselor, if they are writing a letter of rec.** It should include school or community activities, jobs, hobbies, travel experiences, special talents, leadership positions, summer educational experiences, volunteer activities or other time involvements you feel have been beneficial. Keep it to one sheet of paper. (You may print on both sides) The High School resume will also be helpful as you fill out your college applications. Please note, this can be created in MaiaLearning under "Portfolio".

**TESTING INFORMATION:**

Please be aware that it is the **student's responsibility to send ACT or SAT scores** to the colleges/universities or scholarship organizations where you are applying. Note: These can take **2-3 weeks to be delivered to the college/university. Scores are NOT included with your transcript. Do not delay!**

The web address to send ACT scores is: [www.actstudent.org](http://www.actstudent.org)

The web address to send SAT Test scores is: [www.collegeboard.org](http://www.collegeboard.org)

Each of these organizations charge a fee to send scores to a specific college organization (unless you take advantage of the free score reports). Colleges will ALWAYS use the best scores that they have to review with your application.

**COMMON APP Matching:**

**You must complete the FERPA Release Authorization on the Common App (CA) website if you are applying to a CA school. The College Center recommends that you say 'I waive my right to review...'**

**You must 'match' your CA account with your student MaiaLearning account.**

- Log into MaiaLearning. Click your profile image on the top right of the page > select settings > In the Application Systems section, select "Click to link your account".