IHS TRANSCRIPT REQUEST FORM

Fill out this form for EACH College you apply to.
We have 12 SCHOOL DAYS to complete this request.
Turn in this form to MS. COOK – College and Career Center

Student Name: _____ Counselor: _____

Personal Email: _____Cell #: _____ DOB: _____

Name of Institution: _____ Deadline: _____

CHECK ONE: Early Decision (Binding) _____ Early Action (Non-Binding) _____ Regular/Rolling: _____

How did you apply? Circle one: **COMMON APP** -- **SUNY App – College Website** -- **Other**

Checklist for **COMMON APP** submissions:

_____ I have MATCHED my Common App with Naviance.

_____ I have completed my Common App "FERPA Release Authorization."

_____ I have added this college to my Common Application "My Colleges" tab.

_____ I have requested my TEACHER RECOMMENDATION(S) on Naviance and in person.

_____ Did you indicate on your application that you qualify for a fee waiver? Circle one: YES NO

REQUESTED DOCUMENTS TO BE SENT BY IHS:

_____ Official High School Transcript

_____ Counselor Recommendation

_____ Teacher Recommendations

List no more than four (4) Teacher Recommendations in the order you would like them sent.

1. _____
2. _____
3. _____
4. _____

IHS does NOT send SAT or ACT scores. Go to CollegeBoard.org or ACT.org to send scores.

Student Signature: _____ Parent Signature: _____
(If student is under 18 years of age)

For Office Use ONLY:

Date Received: _____ Date to Counselor: _____ Return By: _____Counselor Initials/Date: _____

Date Sent: _____ Notes: _____