

# TRANSCRIPT REQUEST FORM

At least **TWO WEEKS BEFORE** your application is due:

For each college and scholarship, fill out the form in its entirety and submit to Guidance.

Deadline \_\_\_\_\_

Date turned into guidance \_\_\_\_\_

My Name \_\_\_\_\_

College/Scholarship \_\_\_\_\_

Address \_\_\_\_\_

City/State \_\_\_\_\_ Zip Code \_\_\_\_\_

*For guidance office:*

Date Sent \_\_\_\_\_

Sem.Grades \_\_\_\_\_

I am applying for:	Type of application
<input type="checkbox"/> Early Decision	<input type="checkbox"/> Common
<input type="checkbox"/> Early Action	<input type="checkbox"/> School specific
<input type="checkbox"/> Regular Decision	<input type="checkbox"/> Coalition
<input type="checkbox"/> Other _____	<input type="checkbox"/> Other _____

**RECOMMENDATIONS:** (use request form: give **TWO WEEKS** notice)

- none required
- secondary school report (counselor evaluation)
- teacher(s) asked (list names on line below)

**REMEMBER:** With most applications requiring recommendations, you must invite the teacher and/or Mr. Curtis.

**ESSAYS:**

none required       will be submitted with application       has been proofed by an adult

**I give the Guidance Office permission to send my transcript to the address listed above.**

\_\_\_\_\_

**signature** **date**

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*Student Receipt – (to be completed by the guidance office)*

**NAME** \_\_\_\_\_

**College** \_\_\_\_\_ **Date Sent** \_\_\_\_\_