

# 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 it to Mrs. Handler.

**DEADLINE:** \_\_\_\_\_

**Date turned into guidance:** \_\_\_\_\_

Student's name: \_\_\_\_\_

*For Guidance office:*

*Date sent:* \_\_\_\_\_

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

*Sem. Grades:* \_\_\_\_\_

Admissions Address: \_\_\_\_\_

(If transcript and/or any other information needs to be mailed.)

City/State: \_\_\_\_\_

Zip Code: \_\_\_\_\_

I am applying for:

Type of application:

- \_\_\_\_\_ Early Decision
- \_\_\_\_\_ Early Action
- \_\_\_\_\_ Regular Decision
- \_\_\_\_\_ Other \_\_\_\_\_

- \_\_\_\_\_ Common
- \_\_\_\_\_ School specific
- \_\_\_\_\_ Coalition
- \_\_\_\_\_ Other \_\_\_\_\_

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

- PROVIDE a copy of your Brag Sheet to Mrs. Handler & all Teachers writing recommendations.

- \_\_\_\_\_ none required
- \_\_\_\_\_ secondary school report (counselor evaluation)
- \_\_\_\_\_ Teacher(s) asked (list names below)

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**REMEMBER:** With most applications requiring recommendations, you must invite the teacher and/or Mrs. Handler ([rhandler@goretti.org](mailto:rhandler@goretti.org)) on line.

## ESSAYS

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

**I give the Guidance Office permission to send my student's transcripts to the address listed above.**

\_\_\_\_\_  
Parent/Guardian's Signature

\_\_\_\_\_  
Date

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Student Receipt - (to be completed by the Guidance Office)

Student Name: \_\_\_\_\_

College: \_\_\_\_\_

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