COLLEGE APPLICATION TRANSCRIPT REQUEST FORM

One sheet REQUIRED for EACH college you are applying to

Your name: _____

Name and Admissions address of college applied to: *(If this is not complete, the information will NOT be mailed)*

_____

_____

_____

_____

The Guidance Office will send a school profile along with transcripts and recommendations requested. Additional material must be provided by the evaluating party at the request of the student. The Common Application can request teacher recommendations electronically – please give your teacher advanced notice of the request to write the letter.

Please see Guidance to make an appointment if you have questions.

Online or paper application: _____Online *OR* _____Paper

Date completed/mailed by you: _____/_____/_____

Initials of Staff Completing: _____

Date Mailed: _____/_____/_____

Teacher Recommendations to be sent by the Guidance Office:
(Recommendations must be present in the Guidance Office PRIOR TO THIS REQUEST or they will NOT be included)

_____

_____

Application Deadline: _____/_____/_____

***Once Complete* – turn this form into the Guidance Secretary**

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