

NOTE: Plan for a minimum of ten (10) school days for request to be processed!

TRANSCRIPT REQUEST FORM

(for SENIORS)

Teacher recommendation:

Student Name: _____

CommonApp Email Login: _____

Please forward my official transcript, school report, school profile, and counselor recommendation (including teacher comments, if applicable) to the following schools:

School Name	City, State	Deadline	Application Type				Application Form		Office Use Only	Date of Request	Processing Fee Paid	Materials Sent
			ED (Early Decision)	EA (Early Action)	RD (Regular Decision)	Roll (Rolling)	CA (via CommonApp)	O (via other online form)				
<i>Example: University of Massachusetts Amherst</i>	<i>Amherst, MA</i>	<i>1/15</i>	ED	EA	Reg	Roll	CA	O		XXX	XXX	XXX
Free			ED	EA	Reg	Roll	CA	O				
Free			ED	EA	Reg	Roll	CA	O				
Free			ED	EA	Reg	Roll	CA	O				
Free			ED	EA	Reg	Roll	CA	O				
Free			ED	EA	Reg	Roll	CA	O				
1.			ED	EA	Reg	Roll	CA	O				
2.			ED	EA	Reg	Roll	CA	O				
3.			ED	EA	Reg	Roll	CA	O				
4.			ED	EA	Reg	Roll	CA	O				
5.			ED	EA	Reg	Roll	CA	O				

A fee of **\$1 per school** (after 5) is required with submission of this request

Complete required response/signature on reverse side



Please Note: Within a minimum of 10 school days, this request will be processed and marked as “materials submitted” on your “colleges I’m applying to” list on Naviance. Though we may have submitted the material, schools may not acknowledge receipt for 2 to 4 weeks. Please allow sufficient time for the listed schools to process transcripts, etc. and contact the schools’ admissions offices directly to inquire about the status of your application materials.

FOR STUDENT (please initial each item):

I understand that I am responsible for:

_____ Meet briefly with my School Counselor to review this request.

_____ Add the schools listed above to my “colleges I’m applying to” list on Naviance.

_____ For Common Application schools:

_____ Add the schools listed above to my CommonApp account list of “My Colleges”

_____ **Complete the FERPA Release Authorization under the “Assign Recommenders” tab on my CommonApp**

_____ Enter my CommonApp email address on the “colleges that I’m applying to” tab on Naviance

_____ Remind teacher writing my recommendation of my application status and deadline(s).

_____ Reporting incidents of discipline on my college applications and understand that my school counselor may be obligated to report these incidents.

_____ **Submit (if required) my SAT or ACT scores directly through collegeboard.com or actstudent.org . Release at least 2 weeks before deadline.**

_____ Submit (if applicable) any additional information or materials (e.g., outside recommendation, art portfolio, IEP, core evaluation reports, etc.).

Student Signature _____ *Date* _____

FOR PARENT/GUARDIAN (please initial each item):

I understand the following:

_____ Submission of school records may take up to 10 school days.

_____ My student must see their School Counselor in person to discuss this release form.

_____ My student is responsible for submitting their own application, SAT or ACT scores (if required), and, if applicable, any additional information or materials (e.g., outside recommendation(s), art portfolio, IEP, core evaluation reports, et al.).

_____ My student’s School Counselor may be obligated to report incidents of discipline.

Yes _____ No _____ If applicable, my student’s counselor may discuss his/her disability and/or pertinent medical information with colleges.

Parent/Guardian Signature _____ *Date* _____

updated: 9/18/2018