

TRANSCRIPT REQUEST FORM (for SENIORS)

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

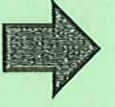
Student Name: _____ CommonApp Email Login: _____

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 submitted?	Application Type ED (Early Decision), EA (Early Action) RD (Regular Decision) Roll (Rolling)	Application Form CA (via CommonApp) O (via other online form) Mail (via mail)	Office Use Only				
						Date of Request	Processing Fee	Date Sent (Naviance)	Date Sent (Mail)	Naviance
Example: University of Massachusetts Amherst	Amherst, MA	1/15	Yes No	ED EA Reg Roll	CA O Mail					
1.			Yes No	ED EA Reg Roll	CA O Mail					
2.			Yes No	ED EA Reg Roll	CA O Mail					
3.			Yes No	ED EA Reg Roll	CA O Mail					
4.			Yes No	ED EA Reg Roll	CA O Mail					
5.			Yes No	ED EA Reg Roll	CA O Mail					
6.			Yes No	ED EA Reg Roll	CA O Mail					
7.			Yes No	ED EA Reg Roll	CA O Mail					
8.			Yes No	ED EA Reg Roll	CA O Mail					
9.			Yes No	ED EA Reg Roll	CA O Mail					
10.			Yes No	ED EA Reg Roll	CA O Mail					

A fee of \$1 per school 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 must do the following in order for my request to be processed (and my application requirements to be fulfilled):

- Meet briefly with my guidance 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 "Education" section of my CommonApp
 - 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).
- Submit my application and then update the "have you applied" prompt for each college/university (found via "colleges I'm applying to" tab on Naviance)
- Submit (if required) my SAT or ACT scores directly through collegeboard.com or actstudent.org
- 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 Guidance 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.).
- Yes No If applicable, my student's counselor may discuss his/her disability and/or pertinent medical information with colleges.

Parent/Guardian Signature _____ *Date* _____