

# Transcript Request Form for College Applications

Student Name: \_\_\_\_\_ Student ID: \_\_\_\_\_ Counselor: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Student Signature: \_\_\_\_\_ I have read this form and understand the directions to support my college applications.

**Please allow 10 school days prior to your deadline for your request to be submitted to your college.**

Review the reverse side "**College Application Checklist**" for detailed instructions to support your college applications.

<b>College Name</b> \$2.00 per transcript request	<b>Application Deadline Date</b>	<b>Application Type</b> Early Decision, Early Action, Priority, Regular or Rolling?	<b>Common Application</b> Are you using the common app? Y/N	<b>If Using Common App, have you MATCHED your Common App in Naviance?</b> Y/N	<b>Counselor Recommendation</b> Y/N Senior Survey completion is REQUIRED

Total Transcript Requests: \_\_\_\_\_

Total Requests x \$2.00 = \_\_\_\_\_