

Transcript Request Form for College Applications

Student Name: _____ 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.

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

Total Transcript Requests: _____

Total Requests x \$2.00 = _____