

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 If Yes, Complete your Senior Survey

Total Transcript Requests: _____

Total Requests x \$2.00 = _____