





SENIOR TRANSCRIPT/RECORDS REQUEST FORM

I give my consent to send a copy of my high school records/proof of graduation and all college entrance exam scores to any college/scholarship/employer for which I might apply.

Instructions:

After reading the procedures on the back of this form, please check the appropriate boxes and sign and date this form. **Please allow at least 10 school days for processing.** If this symbol  is next to your college in Naviance, the transcript will need to be mailed from the school. Common Application Schools  and electronic submission schools  can be submitted electronically. If this symbol displays  please verify on Family Connections whether you applied via the Common App or not.

Please list the name of the college you would like your transcript sent to, if you applied via the Common App, letters that need to be sent along with the transcript, how you are applying (Early Action {EA}, Early Decision {ED}, or Regular Decision {Reg}), and the deadline for your application.

There is no fee for a High School transcript.

Student Name: _____ **Date of Birth:** _____

Graduation Year: _____ **Date Received (office use only):** _____

I took the SAT/ACT

Your checklist to do before transcript can be sent:

SEND TO: Name of college/University, Personal (unofficial), Scholarship, or NCAA	Request transcript in Naviance	Mark if Common App (CA) Mail (M) or Electronic (E) in Naviance	Counselor or School Form (required if applied via Common App)	List Teacher Letters of Recommendation To send to this college	Applied EA, ED, Reg	Due Date for Application	Office use only: Date Sent

***I understand that it is my responsibility, as the student, to inform staff of the application deadline (this includes teachers who I requested letters of recommendation from)

***I understand that it is my responsibility to let the Guidance Secretary know when I have applied to the college so the transcript can be sent.

***I understand that it is my responsibility to let the Guidance Secretary know of any forms that need to be sent to the college along with the transcript

Student Signature

Parent Signature

Date

PROCEDURES FOR REQUESTING TRANSCRIPTS:

A transcript release form must be completed for each school year

REQUESTING TRANSCRIPTS	Complete the Transcript Release Form (Side 1) and submit to the Guidance Secretary. Allow up to 10 school days for processing. You will also need to electronically complete a transcript request in Naviance for each College/ University. Please see Guidance if you need help with this.
LETTERS OF RECOMMENDATION	Please request your letter of recommendation from the teacher in person FIRST and then on Naviance. Staff will need a senior activity sheet given to them (found in the Guidance Office) to assist them in writing a quality letter of recommendation. Please give them 3-4 weeks' notice to write the letter.
COMMON APPLICATION	<p>All students completing the Common Application must do so online. Once you have applied, you will need to match your Common App account to Naviance so the College/University can receive your transcript. Directions are available in the Guidance Office.</p> <p>You will also need to mark in Naviance if you applied via the Common App or not. This is done on the "Colleges" tab, under "Colleges I'm applying to" link. Once you have requested your transcripts, the colleges you need transcripts for will be listed on this page. Under the "Applying via the Common App" heading, you will need to mark if you applied via the common app by clicking on the "unknown". The colleges you applied to will come up on the following page along with a drop down for "Yes, No, or Unknown". Please select "Yes" or "No" according to whether you applied via the Common App or not ("yes" or "no" must be selected)</p>
DEADLINES	Know your deadlines and submit materials in time to meet those deadlines. It is YOUR responsibility to make sure teachers and staff are aware of deadlines and to make sure everything is in place to meet the deadline. Please do not include school holidays when you calculate the 10 school days needed to process.
MARKING PERIOD GRADES AND MID-YEAR TRANSCRIPTS	If your college requests marking period grades or a Mid-Year transcript, you will need to add this request to your Transcript Release Form.
REPORTING TEST SCORES	All SAT and ACT scores reported to the high school will appear on your transcript. If you have taken the test and the score is not on your transcript, please bring your counselor proof of your scores and they can be added to the transcript. <i>Please check with colleges to see if they require test scores directly from the testing agency. If so, you will need to request the scores from the testing agency's website.</i>
SCHOLARSHIPS	Most scholarship applications require a transcript to be sent with the application. If you have a Transcript Release Form on file, you will need to let the Guidance Secretary know that you need an official transcript for the scholarship application.
FINAL TRANSCRIPT	The final transcript is sent based on the information the student provides on the Senior Survey at the end of their senior year. Students do not need to add an additional request to the Transcript Release Form.