

Transcript/Recommendation Request Form

Today's Date: _____ Counselor: _____ Date Received:

Name of Student (please print): _____

Office Use Only

Best Email to contact you at: _____

Before we are able to process your transcript requests electronically to the colleges you are applying to, you must have completed all of the following steps:

1. In your Common App Account:

- Select all colleges you are applying to under "College Search" and add them to your Dashboard
- Electronically sign the FERPA agreement (find it under "My Colleges", then "Assign Recommenders")

2. Then, in the College tab of your Naviance Account you must also:

- Under "Colleges I'm applying to" link your Naviance account to your Common App account
- Then, select all colleges you are applying to and indicate if you are applying via the common app.
- Under the same section, electronically request teacher recommendations.
- Once you have submitted your applications update their status to application "submitted", check "request a transcript" and select each college again.

3. Complete and submit this form with parent signature if you are under the age of 18.

4. Submit your SAT scores through College Board. Colleges will not accept scores from your high school.

College/Scholarship/Organization <small>(Indicate contact or coach name and address if should be sent to someone other than Admissions)</small>	How applying?		Application Deadline (enter a date only) mo/day/year	List Recommendation Letters to include for each submission	For office use only
	Common App ✓	School App ✓			
1.					
2.					
3.					
4.					
5.					
6.					

Special Requests: _____

Student Signature: _____

Parent Signature: _____
(Parent signature required if student is under the age of 18.)