

STAFFORD HIGH SCHOOL

COLLEGE TRANSCRIPT REQUEST FORM

STUDENT NAME: _____ COUNSELOR: _____

College/University	Application Deadline	Using Common App? (Yes or No)	How are you applying? (Early Action, Early Decision, Regular, Rolling)	Letters of Recommendation to be sent (Print Names)

AGREEMENT:

I understand that I must allow 5 school days for requests to be processed. The School Counseling Office will not be held responsible for meeting the deadline of any request that is received fewer than 5 school days before the college's deadline. If you are applying to more than 7 colleges please fill out a second form. If you decide to apply to more schools at a later date, another form will need to be filled out.

Your transcript, letters of recommendation, Secondary School Report and School Profile are included in the packet sent to each college. Mid-Year transcripts are automatically sent to all active college applications and your final transcript will be sent to your attending college.

Student Signature: _____ Parent Signature: _____

See back page for a detailed list of who sends what materials to colleges

For Office Use Only- Date Materials Sent: _____ Counselor Initials: _____

Application Process: Who sends what?

Student Sends:	School Counselor Sends:	College Board/ACT:
<ul style="list-style-type: none"><input type="checkbox"/> Completed Application<input type="checkbox"/> Application Fee<input type="checkbox"/> Essay(s)<input type="checkbox"/> SAT/ACT Scores (from testing services)	<ul style="list-style-type: none"><input type="checkbox"/> Transcript<input type="checkbox"/> Recommendation(s)<input type="checkbox"/> School Profile<input type="checkbox"/> Secondary School Report<input type="checkbox"/> 1st Quarter Grades (only if requested)<input type="checkbox"/> Mid-Year Grades<input type="checkbox"/> Final Transcript (at end of year)	<ul style="list-style-type: none"><input type="checkbox"/> Test Scores <p><i>**Students must request reports from testing services and pay a service fee for test scores to be sent. Please allow 3 weeks for processing.</i></p>

