**TRANSCRIPT REQUEST FORM**

**All information is required**.

Please be sure you have added these schools into your Naviance account under the "College I am Applying To" tab --and label the TYPE of application appropriately.

* Requests must be submitted **3 WEEKS** prior to the deadline
* Do not request a transcript if your school is self-reporting
* Only ask for a Rec Letter if your college actually wants them
* Email your counselor if you have any questions.

**Today’s Date**

**Student’s Name**

**Student’s ID #**

**Counselor:**

**Student’s Email Address:**

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| --- | --- | --- | --- | --- |
| **COLLEGE**  (Name, City, State) | **Deadline for application** | **Send a Transcript** | **Send a Rec**  **Letter** | **I turned in my brag sheet** |
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**Email this page to your counselor**

**Office Use Only:**

Date received in Counseling Services: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date given to counselor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date submitted electronically: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_