TRANSCRIPT REQUEST/RELEASE

APPLICATION DEADLINE
(DATE DUE AT COLLEGE)_____

COUNSELOR
LETTER NEEDED ? _____

PLEASE PRINT:

_____
Last Name First Name MI

Date of Graduation: _____ Today's Date:_____

Mail Transcript to: College/Scholarship_____

Address _____

_____
City State Zip Code

DID YOU APPLY ON-LINE?	**YES**	**Date _____**	**NO**
DID YOU APPLY USING THE COMMON APPLICATION WEBSITE	**YES**	**NO**	
DID YOU APPLY USING THE COLLEGE WEBSITE	**YES**	**NO**	
APPLICATION FEE PAID ON LINE	**YES**	**NO**	

SCHOOL\PROGRAM APPLIED TO: (i.e. Business, Engineering) _____

BLANKET TRANSCRIPT RELEASE ON FILE	**YES**	**NO**

Student Signature _____

*Parent Signature _____

*PARENT SIGNATURE NECESSARY IF YOU ARE UNDER 18 **AND DO NOT HAVE A BLANKET TRANSCRIPT RELEASE ON FILE IN THE GUIDANCE OFFICE.**

FOR OFFICE USE ONLY:

SCHOLARSHIP	____ (No charge)	REC'D F/STUDENT	_____
1ST REQUEST	____ (No charge)	TO REGISTRAR	_____
PAID	____ ($3.00)	MAILED	_____
NO CHARGE	____	ELECTRONICALLY SUBMITTED	_____

APPLICATION FEE ATTACHED CK# _____ DATE _____ AMT _____

Approved by: _____ Recommendations from: _____

_____

COLLEGE APPLICATION PROCEDURE

1. You **MUST** submit your application and transcript request at least **TWO WEEKS** before the deadline to allow for processing.

2. **YOU MUST STILL SUBMIT A TRANSCRIPT REQUEST EVEN IF YOU APPLY ON LINE.**

3. **SPECIAL MAILING DEADLINES:**

NOVEMBER 1	due	OCTOBER 15
NOVEMBER 15	due	NOVEMBER 1
JANUARY 15	due	DECEMBER 10
FEBRUARY 1	due	JANUARY 15
MARCH 1	due	FEBRUARY 15

4. If you require a teacher recommendation, in addition to those written by the Counselor, you must give the teacher and counselor at **least two weeks notice**. Be sure to say **PLEASE AND THANK YOU**.

5. When you have completed your application, **PROOFREAD** it and sig it, be sure to do the following:

    a. Complete a Transcript Release form (reverse side) requesting a transcript. Clip any forms you want included with your transcript and a counselor form if requested by the college to the transcript request form. If your are including your application fee be sure your name appears on the check.

    b. One transcript will be sent free of charge, attach $3.00 for each additional transcript request. There is **NO CHARGE** for transcript requests for scholarship applications.

    c. No transcript can be sent without parental consent. Parents must sign a yellow Blanket Transcript Release form to be kept on file in the Guidance Office, or they must sign each individual transcript request form. **NO TRANSCRIPTS WILL BE SENT WITHOUT THE PROPER SIGNATURE.**

6. Tell Mrs. Field as soon as you know whether you are:
    a. accepted
    b. deferred
    c. wait list
    d. rejected

BE AWARE OF DEADLINES!!!!