

# Transcript Request Form

## SENIORS:

You will use the reverse side of this form to request transcripts. Please follow ALL directions below:

- All transcript requests are due 3 weeks before the due date to allow sufficient time for your counselor to prepare the Secondary School Report.
- List only schools that you have submitted applications to already or ready to submit applications to.
- If you are not ready to submit, please wait and submit the request at a later date.
- Please make sure each college you list on this form is on your Naviance list as a school you are applying to. Naviance will not allow a transcript to be sent unless a school is listed on your account.
- If you are applying through the common application, you must select that school on the common application for it to link to your Naviance account.
- Transcripts cannot be submitted on your behalf unless you list it on this form.
- You must send your test scores to each of your schools. Requests scores directly from the College Board or the ACT.

## Teacher Recommendations:

Please list the teachers you requested recommendations from.

1. \_\_\_\_\_

2. \_\_\_\_\_

