

NYACK HIGH SCHOOL TRANSCRIPT REQUEST FORM

CEEB CODE: 334-255

Student Name: _____

Grade: Freshman__ Sophomore__ Junior__ Senior__

Counselor: _____

Please send a copy of my transcript to the following schools/organizations:

Date due to College	Common Application (CA)	Early Decision(ED) /Early Action(EA)	COLLEGE/ORGANIZATION
			NAME _____ OFFICE _____ ADDRESS _____ CITY _____ STATE _____ ZIP CODE _____
			NAME _____ OFFICE _____ ADDRESS _____ CITY _____ STATE _____ ZIP CODE _____
			NAME _____ OFFICE _____ ADDRESS _____ CITY _____ STATE _____ ZIP CODE _____
			NAME _____ OFFICE _____ ADDRESS _____ CITY _____ STATE _____ ZIP CODE _____
			NAME _____ OFFICE _____ ADDRESS _____ CITY _____ STATE _____ ZIP CODE _____

I hereby request the release of my child's high school record to the above colleges/organizations.

Parent Signature _____ Date _____

(required if student is under 18)

Student Signature _____ Date _____

Date Mailed _____

OVER

DIRECTIONS FOR TRANSCRIPT REQUEST FORM

1. Complete the transcript request form for each school/organization, scholarship or program you are applying to. **THIS INCLUDES ANY SCHOOL, SCHOLARSHIP OR PROGRAM YOU APPLY TO ON-LINE.** Be sure your parent has signed at the bottom. One form can be used for up to five requests.
2. Address an envelope to each college for which you are requesting a transcript. Use a 9x12 envelope for each school, and attach four stamps and write the return address as **Nyack High School Guidance, 360 Christian Herald Road, Upper Nyack, NY 10960.**
3. When you bring the transcript request form and the envelopes to your counselor, a packet will be prepared and mailed to each college requested. This packet includes a transcript, counselor recommendation letter, student's activity resume and the Nyack High School Profile.
4. The transcript request form is our record of what transcripts we have mailed on your behalf.
5. It is the student's responsibility to send the **completed application** directly to the college/university.
6. Teacher recommendations, if requested by the college, are usually sent separately. At least 4 weeks before the due date, politely ask the teacher for his/her help in writing a recommendation. Give the teacher a stamped, addressed envelope and any form provided by the college. Follow up directly with the teacher to be sure the recommendation was sent and then write a thank you note.