

# SHS REQUEST FOR TRANSCRIPT

SHS SAT/ACT School Code 070760	Phone (860) 668-3813	FAX (860) 668-3793
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*\*Please complete this form and submit to the Counseling Secretary **after you've submitted your application to the college and at least two weeks before the college deadline date for each application sent.***

Student Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_




Parent Signature: \_\_\_\_\_ Counselor Name: \_\_\_\_\_

College Name, State & Branch: \_\_\_\_\_

Application Deadline Date: \_\_\_\_\_

Application is:  Regular/Rolling  Early Decision  Early Action

Is this Transcript Request:

-  COMMON APP electronic submission   COALITION/Other electronic submission
-  **Paper/Mail Submission-Please attach 3 postage stamps and give to Counseling Secretary. Also be sure to give an addressed stamped envelope to your teacher(s) for Paper/Mail Recommendation Letter Submissions.**

I, the student, have:

- Submitted** this application to this college.
- Added** this college to my COLLEGES I'M APPLYING TO list in NAVIANCE
- Added** this college to my COMMON APP LIST (if it is a Common App School)
- Completed** the Release of Records form (FERPA) in NAVIANCE
- Requested** teacher recommendations in PERSON and in NAVIANCE
- Requested** my official SAT/ACT score(s) from College Board or ACT

<b>If your application deadline is:</b>	<b>This form is due by:</b>
October 15	October 1
November 1	October 16
November 15	October 30
December 01	November 16
December 15	November 25
January 01	December 4
January 15	December 23
February 01	January 15

With your transcript request, the Counseling Office sends the following information: <b><u>Academic Transcript</u></b> <b><u>Secondary School Report</u></b> <b><u>Counselor Recommendation (if requested)</u></b> <b><u>Senior Course Schedule</u></b> <b><u>School Profile</u></b> <b><u>Current Report Card</u></b>
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The School Counseling Office will automatically send Mid-Year Report Cards for all schools to which you have applied. You must submit request form to have Q1 grades sent.

\*\*\*\*\* for office use only \*\*\*\*\*

<i>Received by guidance</i>
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To Counselor \_\_\_\_\_

To Secretary \_\_\_\_\_

Submitted/Sent Out \_\_\_\_\_