

## INITIAL TRANSCRIPT REQUEST FORM (Required for ALL College Applications)

Requests must be given to your counselor a minimum of **5 school days** prior to the application deadline, preferably sooner! *If you need a recommendation, this needs to be given to your counselor 3 weeks prior to the application deadline with the Teacher Recommendation Request Form and the Student Questionnaire.*

Please PRINT your name: \_\_\_\_\_

\_\_\_\_\_  
Counselor

\_\_\_\_\_  
Date given to Counselor

Name of College: \_\_\_\_\_

City, State: \_\_\_\_\_ Application Due Date: \_\_\_\_\_

Did you use the:

- Common application  
 School specific application

Admission Type:

- Early Decision  
 Early Action  
 Priority Deadline  
 Regular Decision  
 Rolling Admission

Does this college REQUIRE a letter  
of recommendation from a teacher?

- No  
 Yes, 1 letter ( \_\_\_\_\_ )  
 Yes, 2 letters ( \_\_\_\_\_ & \_\_\_\_\_ )

*If YES, be sure to print and complete the Teacher Recommendation Request Form and the Student Questionnaire and deliver it to your counselor.*

COUNSELOR USE ONLY:     Electronic   or    Mail     Letter     NACAC     CA SR     other SR

Remember, transcripts do NOT include SAT/ACT test scores. YOU are responsible for sending your scores. Go to [www.actstudent.org](http://www.actstudent.org) or [www.collegeboard.com](http://www.collegeboard.com) if you have not already had your scores sent to these colleges.