

# Maple Hill High School – Transcript Request Form

*(Please submit request to Guidance Office Five (5) Days prior to due date)*

**If using the Common Application, please complete the reverse side of this form.**

<b>Name (Please print)</b>	
<b>Today's Date</b>	
<b>Application Deadline</b>	
<b>Send transcript to: (Name of College)</b>	
<b>Address of College</b>	

Check Here	Please include the following items:		For Office Use	Date
	<b>Transcript for:</b> Paper Application _____ or Online Application _____  Submitted through: College _____ SUNY _____ <b>Common App (Please Complete                      Reverse Side of this Form)</b>		Transcript Submitted Online: Transcript Mailed:	
	Counselor's Report / Letter of Recommendation		Counselor's Report Online/Mailed:	
	Recommendations (which teachers)			
	1.		Recommendation Submitted Online/Mailed:	
	Submitted Online? Yes No			
	2.		Recommendation Submitted Online/Mailed:	
	Submitted Online? Yes No			
	3.		Recommendation Submitted Online/Mailed:	
	Submitted Online? Yes No			
	1 <sup>st</sup> Quarter Grades		1 <sup>st</sup> Quarter Grades Mailed/Online	
	Mid-Year Grades		Mid-Year Grades Mailed /Online	

Check Here	When completed....		For Office Use	Date
	<b>Please mail</b>		Transcript Sent:	
	<b>I will pick up and mail it myself</b>		Transcript Picked Up:	
			Transaction posted on ESchool	

**Comments:**

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# COMMON APPLICATION – Transcript Request Form

*(Please submit request to Guidance Office Five (5) Days prior to due date)*

STUDENT'S NAME: \_\_\_\_\_

TODAY'S DATE: \_\_\_\_\_

<b>College Name:</b>		<b>Deadline:</b>	
<b>College Name:</b>		<b>Deadline:</b>	
<b>College Name:</b>		<b>Deadline:</b>	
<b>College Name:</b>		<b>Deadline:</b>	
<b>College Name:</b>		<b>Deadline:</b>	
<b>College Name:</b>		<b>Deadline:</b>	
<b>College Name:</b>		<b>Deadline:</b>	
<b>College Name:</b>		<b>Deadline:</b>	

Check Here	Please include the following items:		For Office Use	Date
<input checked="" type="checkbox"/>	<b>Transcript</b> for Common Application Online:		Transcript Submitted Online:	
<input checked="" type="checkbox"/>	<b>Counselor's Report</b>		Counselor's Report Submitted:	
	<b>Recommendations</b> (Please indicate teacher(s) below)			
	1.		Recommendation Submitted Online/Mailed:	
	Submit via Common App Online? Yes No			
	2.		Recommendation Submitted Online/Mailed:	
	Submit via Common App Online? Yes No			
	3.		Recommendation Submitted Online/Mailed:	
	Submit via Common App Online? Yes No			
	<b>1<sup>st</sup> Quarter Grades</b>		1 <sup>st</sup> Quarter Grades Mailed/Online	
	<b>Mid-Year Grades</b>		Mid-Year Grades Mailed /Online	

**Comments:** \_\_\_\_\_

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