

# Transcript Request Form

*(Please submit request to Guidance Office Five (5) SCHOOL 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>Name of College</b>      |  |
| <b>Address of College</b>   |  |

| Check Here | Check items to be included with Transcript:  | For Office Use                                  | Date |
|------------|--|---|------|
| X          | <b>Transcript for:</b> Paper Application _____ or<br>Online Application _____<br><br>Submitted through: College _____<br>SUNY _____<br>Common App – Please complete reverse side of this form                                      | Transcript Submitted<br>Online/Mailed           |      |
|            | <b>Counselor's Report / Letter of Recommendation?</b>  | Counselor's Report<br>Online/Mailed             |      |
|            | <b>Please indicate teacher/other that will be submitting a Letter of Recommendation:</b><br><br>1.<br>Will be submitted online? Yes No<br><br>2.<br>Will be submitted online? Yes No<br><br>3.<br>Will be submitted online? Yes No | Recommendation 1<br>Submitted Online/Mailed     |      |
|            |  | Recommendation 2<br>Submitted Online/Mailed     |      |
|            |  | Recommendation 3<br>Submitted Online/Mailed     |      |
|            | <b>Need 1<sup>st</sup> Quarter Grades Submitted?</b>   | 1 <sup>st</sup> Quarter Grades<br>Mailed/Online |      |
|            | <b>Need Mid-Year Grades Submitted?</b>   | Mid-Year Grades<br>Mailed /Online               |      |

| Check Here | When completed....                | For Office Use        | Date |
|------------|-----------------------------------|-----------------------|------|
|            | Please mail                       | Transcript Sent:      |      |
|            | I will pick up and mail it myself | Transcript Picked Up: |      |

**Comments:**

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# COMMON APPLICATION – Transcript Request Form

*(Please submit request to Guidance Office Five (5) SCHOOL 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> |  |
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| <b>College Name:</b> |  | <b>Deadline:</b> |  |
| <b>College Name:</b> |  | <b>Deadline:</b> |  |

| Check Here | Check items to be included with Transcript:  |  | For Office Use                               | Date |
|------------|--|--|--|------|
| X          | <b>Transcript</b> for Common Application Online:   |  | Transcript Submitted                         |      |
| X          | <b>Counselor's Report</b>  |  | Counselor's Report Submitted                 |      |
|            | <b>Please indicate teacher/other that will be submitting a Letter of Recommendation:</b><br>1. Will be submitted via Common App Online?    Yes    No<br>2. Will be submitted via Common App Online?    Yes    No<br>3. Will be submitted via Common App Online?    Yes    No |  | Recommendation 1 Submitted Online/Mailed     |      |
|            |  |  | Recommendation 2 Submitted Online/Mailed     |      |
|            |  |  | Recommendation 3 Submitted Online/Mailed     |      |
|            | <b>Need 1<sup>st</sup> Quarter Grades Submitted?</b>   |  | 1 <sup>st</sup> Quarter Grades Mailed/Online |      |
|            | <b>Need Mid-Year Grades Submitted?</b>   |  | Mid-Year Grades Mailed /Online               |      |

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

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