

# Request for Transcripts

DATE \_\_\_\_\_

YOUR FULL NAME \_\_\_\_\_

COLLEGE NAME & ADDRESS (print clearly) \_\_\_\_\_

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**Please check each item that must be mailed to the school of your choice:**

- \_\_\_\_\_ High School Transcripts
- \_\_\_\_\_ Report Card 1<sup>st</sup> quarter OR 3<sup>rd</sup> quarter (please circle)
- \_\_\_\_\_ Coursework (class schedule)
- \_\_\_\_\_ ACT score report or SAT (please circle)
- \_\_\_\_\_ TOEFL (Test of English as a Second Language)
- \_\_\_\_\_ Hard Copy of Counselor's form, Common App, SendEdu (please circle one)
- \_\_\_\_\_ NLA Profile (addressing concerns about class ranking)
- \_\_\_\_\_ Counselor's letter of recommendation (if required)

What is the postmark deadline for your application? \_\_\_\_\_

**\*\* Your request for transcripts must be in the Guidance Department 2 weeks before the mailing deadline to allow sufficient time to complete the form and/ or write a letter of recommendation**

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This bottom portion will be filled out by the Guidance Department. This is your "receipt" showing what was sent, where it was sent and when it was sent. You are responsible for picking this up and keeping it for your records.

Name \_\_\_\_\_

COLLEGE \_\_\_\_\_

DATE MAILED \_\_\_\_\_

Items Sent (to be filled out by Guidance Office):

- High School Transcript
- Report Card – 1<sup>st</sup> quarter or 3<sup>rd</sup> quarter
- Coursework (class schedule)
- ACT or SAT
- TOEFL
- Hard Copy of Counselor's form, Common App, SendEdu
- NLA Profile (addressing concerns about class ranking)
- Counselor's letter of recommendation (if required)