

Student Name	Date request form submitted
College Name(s)	Application deadline

HIGH SCHOOL TRANSCRIPT REQUEST FORM

I am applying to this college using (circle one): Common Application Online SUNY Application
Other Online application Paper Form

Student: Please check the items you want us to submit on your behalf:

☐ **TRANSCRIPT** If you are using Common Application or SUNY Application, we will upload your transcript electronically unless directed otherwise in "Special Instructions" section, below.

☐ **STANDARDIZED TEST SCORES** If checked, our complete record of your SAT I, SAT II, and ACT scores will be sent unless we are told otherwise in "Special Instructions" section, below. (Note: For Common Ap., we can only upload your SAT/ACT scores one time. To send different scores to different colleges, you must send scores directly from the testing agency.)

☐ **RECOMMENDATIONS** List names of all recommendations you plan to send to this college, even those submitted by teachers on Common Application:

Rec 1: _____
Rec 2: _____
Rec 3: _____

Special Instructions: _____ _____ _____ _____
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☐ **Ready to Send**
SP

Date Sent: _____
KC

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