

# TRANSCRIPT REQUEST FORM


THS SAT/ACT School Code: 070770 Phone: (860) 314-2777 Fax: (860) 585-4070

Student's Legal Name: (please print clearly) \_\_\_\_\_

Counselor: (circle one) Mrs. Lusitani Mr. McGowan Today's Date: \_\_\_\_\_

**FULL** College Name, City, State, and College Branch:

## 1) This transcript request is:

 **COMMON APP** Electronic Submission  
(Make sure this school is added to your common app account)

 **DOCUFIDE** Electronic Submission

 **PAPER/MAIL** Submission  
(Please paperclip 2 stamps to this form)



## 2) I have completed the following:

I have moved this college to "**colleges I'm applying to**" list in Naviance

I have requested my transcript in Naviance

I have verified that my requested teacher recommendations and Common App Teacher Evaluation Form have been uploaded into Naviance

3)  **I have/will request my SAT/ACT scores from College Board or ACT** (THS WON'T SEND SCORES)

4) Please specify the last name of the teacher(s) whose **recommendation** you would like sent to this college/university. List names in **order of preference**.

1. \_\_\_\_\_ 2. \_\_\_\_\_

This college requires a counselor recommendation: (circle one) Yes or No

Student's Signature \_\_\_\_\_

Parent's Signature \_\_\_\_\_

<b>If the COLLEGE DEADLINE is:</b>	<b>This form is DUE to Ms. Dill by:</b>
October 15	October 1
November 1	October 17
November 15	October 31
December 1	November 17
December 15	December 1
January 1	December 11
January 15	January 5
February 1	January 20

With your request, the Counseling Office will send the following information:

- Transcript including:
  - Report Card
  - Senior Schedule
- Secondary School Report
- Recommendations
- Teacher Evaluations
- School Profile

\*The office will automatically send out your most recent grades and mid-year grades to all schools to which you have applied.