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)

**College Deadline:**

\_\_\_\_\_ **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”** listin 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 Signatuer\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

**If the COLLEGE This form is DUE to**

**DEADLINE is:** **Mrs. Konopaske by:**

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

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