

TRANSCRIPT REQUEST FORM FOR COLLEGE APPLICATIONS

NAME: _____ DATE: _____

NAME AND LOCATION OF COLLEGE: _____

PARENT SIGNATURE: _____

STUDENT SIGNATURE: _____

HAVE YOU SUBMITTED THE APPLICATION? Y or N

DID YOU APPLY ON THE COLLEGE'S WEBSITE? Y or N

** IF YES, MAKE SURE YOU ADD THE COLLEGE TO YOUR "COLLEGES I'M APPLYING TO TAB IN NAVIANCE

DID YOU APPLY ON THE COMMON APP WEBSITE? Y or N

** IF YES, MAKE SURE YOU MATCH YOUR COMMON APP AND NAVIANCE ACCOUNTS IN NAVIANCE

WHAT DEADLINE ARE YOU WANTING TO APPLY BY? _____

ARE LETTERS OF RECOMMENDATION REQUIRED? Y or N

** IF YES, MAKE SURE YOU REQUEST THOSE LETTERS IN NAVIANCE AND ALLOW AT LEAST TWO WEEKS FOR TEACHERS TO WRITE THEM

WHO IS WRITING LETTERS ON YOUR BEHALF? _____

_____ **I UNDERSTAND THAT I AM RESPONSIBLE FOR SENDING MY TEST SCORES DIRECTLY FROM THE TESTING AGENCY TO THE COLLEGES/UNIVERSITIES WHERE I AM APPLYING FOR ADMISSION.**

_____ **I UNDERSTAND THAT I AM RESPONSIBLE FOR SENDING MY CCP TRANSCRIPTS DIRECTLY FROM THE COLLEGE/UNIVERSITY I ATTENDED TO THE COLLEGES/UNIVERSITIES WHERE I AM APPLYING FOR ADMISSION.**

PARENT SIGNATURE: _____

STUDENT SIGNATURE: _____