



## Transcript Request Form (Seniors)

Your Name: \_\_\_\_\_

Date (the day this form is turned in): \_\_\_\_\_

Common App ID # (if applicable): \_\_\_\_\_

Coalition App ID # (if applicable): \_\_\_\_\_

Name of School	Location (City, State)	Select one:			College Due Date	Select one:			Teacher Recommendations:  <i>*If school requires teacher recommendations, please list the teachers you have asked.  *Complete the Teacher Recommendation Request form and give it to the teacher at least 2 weeks before your first college due date.</i>	Other instructions or comments?
		Common App	College Website	Coalition App		Regular Decision	Early Action	Early Decision		
<b>Example:</b> <i>Learnmore University</i>	<i>Somewhere, VA</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Nov. 15</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Mrs. Goder, Mr. Miller</i>	<i>Early deadline for honors program</i>
1.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
2.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
3.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
4.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
5.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Please note:

- For each college you must “Mark as Applied” in SCOIR in order for transcripts and recommendations to be sent.
- We do not send SAT or ACT scores to schools. If the school requires it, you must request it be sent directly through College Board or ACT.
- *Turn this form in to the counseling office at least two weeks before your transcript is due!*

Your Signature (required): \_\_\_\_\_