

# REQUEST FOR TRANSCRIPT

*This form must be completed for each transcript request*

Name \_\_\_\_\_ Date \_\_\_\_\_ ID# \_\_\_\_\_ Counselor \_\_\_\_\_

I am taking/took MC classes through Dual Enrollment Yes \_\_\_\_\_ No \_\_\_\_\_

I am a student in the WJ ACES Program Yes \_\_\_\_\_ No \_\_\_\_\_

I am a student in the WJ APEX Program Yes \_\_\_\_\_ No \_\_\_\_\_

I am a student in the WJ LEAD Program Yes \_\_\_\_\_ No \_\_\_\_\_

I have turned in a Release of Records Form (one time only) Yes \_\_\_\_\_ No \_\_\_\_\_

I have reviewed my transcript/senior schedule and it's correct Yes \_\_\_\_\_ No \_\_\_\_\_

o If "No," these changes are needed: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This is a *Common Application* School Yes \_\_\_\_\_ No \_\_\_\_\_

I am using the Common Application to apply Yes \_\_\_\_\_ No \_\_\_\_\_

o If "Yes," I have added this college to the Common App. List Yes \_\_\_\_\_ No \_\_\_\_\_

o I have completed my FERPA in the Common Application Yes \_\_\_\_\_ No \_\_\_\_\_

This is a *Coalition Application* School Yes \_\_\_\_\_ No \_\_\_\_\_

Check method of submission:

Common Application

Coalition Application

Docufied Electronically Other

via Mail US Postal Service

Application due date: \_\_\_\_\_

*Counselors will complete secondary school reports and/or recommendations once the Self-Evaluation and Resume in "Family Connection" on Naviance have been completed*

I am applying for Early Decision: Yes \_\_\_\_\_ No \_\_\_\_\_

I have requested recommendations from these TWO teachers:

1) \_\_\_\_\_

2) \_\_\_\_\_

Name of college/university: \_\_\_\_\_  
\_\_\_\_\_

City and state: \_\_\_\_\_

**DO NOT WRITE IN THE SPACE BELOW - FOR OFFICE USE ONLY**

Fee paid: Yes \_\_\_\_\_ No \_\_\_\_\_

Date submitted to counselor: \_\_\_\_\_

Transcript submission/mailling date: \_\_\_\_\_

