

# North Stafford High School Transcript Request Sheet

(\*\*This form is due 10 FULL SCHOOL DAYS before your application deadline\*\*)

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ M.I. \_\_\_\_\_

**Instructions:**

1. You must complete one transcript request sheet for each college/university to which you are applying.
2. All transcript requests sheets are due at least **10 full school days** before your application deadline.

APPLICATION DEADLINE	TRANSCRIPT REQUEST DUE BY	APPLICATION DEADLINE	TRANSCRIPT REQUEST DUE BY
October 15	Sept. 23	January 1	December 9
November 1	October 18	January 15	December 17
November 15	October 30	February 1	January 16
December 1	November 13	March 1	February 14
December 15	December 2	March 15	February 28

3. You must add all colleges/universities that you are applying to into the "Colleges I am applying to" section of Naviance.
4. ***It is the student's responsibility to have all test scores sent directly to each college/university.*** SAT test scores can be sent via [www.collegeboard.org](http://www.collegeboard.org) and ACT test scores can be sent via [www.actstudent.org](http://www.actstudent.org).
5. If you are requesting a letter of recommendation from a teacher or counselor, ***you MUST turn in a blue brag packet.*** Mrs. Houston can make copies of the brag packet upon student request.

Letter of Recommendation Requested	Name
Teacher	
Teacher	
Teacher	
Other	

Transcript requests are FREE unless transcripts or supporting documents are required by the college/university to be sent via mail. Cost of mailed documents: \$1.00

**College/University with Full Mailing Address:** \_\_\_\_\_ **APPLICATION DEADLINE:** \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

*What type of deadline is this?*

- Early Action
- Early Decision
- Regular Decision

*Are you applying via Common App?*

- Yes
- No

*Please check all that apply:*

- CGS
- STAT
- APPX

*I hereby authorize North Stafford High School to release any information that is requested from my cumulative record by any colleges or universities. I understand that I am responsible to submit any and all test scores myself through College Board or ACT.*

\_\_\_\_\_  
 Student Signature

\_\_\_\_\_  
 Date

**For Office Use Only**

Date application submitted to counseling \_\_\_\_\_  
 Date application packet given to counselor \_\_\_\_\_  
 Date packet returned to Admin. Asst. \_\_\_\_\_  
 Date packet sent to college \_\_\_\_\_

Initials

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Packet Includes:

- Profile  Transcript  Grades  Sec Form  Schedule  Naviance  Mailed  SendEDU  Email