

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. 30	January 1	December 6
November 1	October 18	January 15	December 17
November 15	October 28	February 1	January 18
December 1	November 12	March 1	February 14
December 15	December 1	March 15	February 25

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 and ACT test scores can be sent via www.actstudent.org.
5. If you are requesting a letter of recommendation from a teacher or counselor, ***you MUST turn in a Senior Questionnaire*** to Mrs. Bauer in the counseling office, or at bauermr@staffordschools.net.

Letter of Recommendation Requested	Name
Teacher (Select teacher in Naviance)	
Teacher (Select teacher in Naviance)	
Teacher (Select teacher in Naviance)	
Other	

Transcript requests are FREE unless transcripts or several supporting documents are required to be sent via mail. Cost of mailed documents: \$2.00

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