

**Allow ONE WEEK for the processing of all transcript/recommendation requests.**

# Transcript/Recommendation Request Form

Today's Date: \_\_\_\_\_ Counselor: \_\_\_\_\_ Date Received:

Name of Student (please print): \_\_\_\_\_

TRHS Office Use Only

Best Email to contact you at: \_\_\_\_\_

If you are requesting your transcript be electronically sent to a college, you must have completed all of the following steps in the box below and complete the chart below. If you are requesting transcripts be sent to NCAA, a scholarship or mailed to a college or organization, please supply the information & sign below.

1. **In your Common App Account:**
  - Select all colleges you are applying to under "College Search" and add them to your Dashboard
  - Electronically sign the FERPA agreement (find it under "My Colleges", then "Assign Recommenders")
2. **Then, in the College tab of your Naviance Account you must also:**
  - Under "Colleges I'm applying to" link your Naviance account to your Common App account
  - Then, select all colleges you are applying to and indicate if you are applying via the common app.
  - Under the same section, electronically request teacher recommendations.
  - Once you have submitted your applications update their status to application "submitted", check "request a transcript" and select each college again.
3. Complete and submit this form with parent signature if you are under the age of 18.
4. Submit your SAT scores through College Board. Colleges will not accept scores from your high school.

College/Scholarship/Organization <small><i>(Indicate name of school or organization (and address if other than Admissions). Indicate coach name and address or email if required.)</i></small>	How applying?		Application Deadline (enter a date only) mo/day/year	List Recommendation Letters to include for each submission	For office use only
	Common App ✓	School App ✓			
1.					
2.					
3.					
4.					
5.					
6.					

Special Requests: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Parent Signature: \_\_\_\_\_  
*(Parent signature required if student is under the age of 18.)*

PLEASE DO  
NOT WRITE  
ON BACK

ATTACH A  
SECOND  
SHEET