

GWCS TRANSCRIPT REQUEST FORM

Student's Complete Name: _____

#	Complete Name of College / Univ. Office of Admission Mailing Address City, State Zip PLEASE PRINT CLEARLY!	Letters of Recommendation <i>List teacher's name next to supplemental form that they will be completing. If no form required, just don't check box.</i>	College Supplemental Forms? <i>Complete top of any college supplemental forms and turn in with this transcript request form or submit online. Not all applications include these forms. Warden completes all Counselor and SSR.</i>	Common App? Yes / No	Forms <i>Submitted Online or Printed Paper Form turned in?</i> (O or P)	APPLICATION TYPE EA (Early Action) ED (Early Decision) RG (Regular) RL (Rolling) P (Priority)	Application Deadline Date
<i>For quick and easy reference, go to www.collegeboard.com, type in name of school and you will find the admissions office address on the right then click "Deadlines" tab to confirm dates.</i>							
1		1.	<input type="checkbox"/> Counselor Evaluation Form				
		2.	<input type="checkbox"/> Teacher Evaluation Form				
		3.	<input type="checkbox"/> Secondary School Report				
2		1.	<input type="checkbox"/> Counselor Evaluation Form				
		2.	<input type="checkbox"/> Teacher Evaluation Form				
		3.	<input type="checkbox"/> Secondary School Report				
3		1.	<input type="checkbox"/> Counselor Evaluation Form				
		2.	<input type="checkbox"/> Teacher Evaluation Form				
		3.	<input type="checkbox"/> Secondary School Report				
4		1.	<input type="checkbox"/> Counselor Evaluation Form				
		2.	<input type="checkbox"/> Teacher Evaluation Form				
		3.	<input type="checkbox"/> Secondary School Report				

TRANSCRIPT PACKET: Each student is responsible for submitting the college application. A transcript packet is mailed from school. It will include:

- Your transcript, which lists all final grades through junior year, courses in progress, community service hours, and your GPA.
- Supplemental Forms (i.e. counselor recommendation, teacher evaluation, secondary school report...) Submit all forms to Mrs. Sinichko unless submitting online.
- Teacher recommendations, if requested.
- GWCS Profile.

LETTERS OF RECOMMENDATION: Students are asked to hand their teachers the letter they wrote in English class asking the teacher to write their letter of recommendation – do this one NLT three weeks before application deadline. Ms. Warden completes all counselor forms and secondary school reports.

TEST SCORES: GWCS does not send your official **SAT or ACT** test scores. You must request that these scores be sent directly from the testing program (College Board or Act).