

## TRANSCRIPT REQUEST FORM

**Student Name:**

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.

Important – we do not send your SAT or ACT test scores. You must request that these scores be sent directly from the testing program (College Board or Act).

#	Complete Name of College / Univ.	Office of Admission Address	City, State, Zip	# of Letters of Recommendation Required	Common App? Yes / No	Supplemental Forms? <small>(Complete top of any college supplemental forms and turn in with transcript request for or submit online. Not all applications include these forms)</small>	Online or Mailed (O or M)	Application Deadline Date <small>EA, ED, Regular, Rolling or Priority (Select One)</small>
<i>For quick and easy reference, go to <a href="http://www.collegeboard.com">www.collegeboard.com</a>, 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						<input type="checkbox"/> Counselor Form <input type="checkbox"/> Teacher Evaluation Form <input type="checkbox"/> Secondary School Report <input type="checkbox"/> Other		
2						<input type="checkbox"/> Counselor Form <input type="checkbox"/> Teacher Evaluation Form <input type="checkbox"/> Secondary School Report <input type="checkbox"/> Other		
3						<input type="checkbox"/> Counselor Form <input type="checkbox"/> Teacher Evaluation Form <input type="checkbox"/> Secondary School Report <input type="checkbox"/> Other		
4						<input type="checkbox"/> Counselor Form <input type="checkbox"/> Teacher Evaluation Form <input type="checkbox"/> Secondary School Report <input type="checkbox"/> Other		
5						<input type="checkbox"/> Counselor Form <input type="checkbox"/> Teacher Evaluation Form <input type="checkbox"/> Secondary School Report <input type="checkbox"/> Other		

**Please list below the teachers you have asked (or intend to ask) to write your letters of recommendation?  
Be sure to provide them with a [Teacher Recommendation Request Form](#) and a copy of your [Senior Self Evaluation!](#)**