

Mr. Bruner (9th Grade)

Mrs. Heim (A-G, Grades 10-12)



Ms. Robison (H-N, Grades 10-12)

Ms. Slay (O-Z, Grades 10-12)

# TRANSCRIPT REQUEST FORM/RECORD RELEASE

You must allow 2 weeks for processing. Please watch your deadlines.

Please return this form once you have completed the following:

- I have submitted an online application.
- I have indicated in Naviance under "Colleges I'm Applying to" that my application has been submitted.
- If I am using the Common App, I have indicated this in Naviance. (If given a choice, use common application and be sure to indicate it in Naviance.)
- I have completed a Brag Sheet if a letter of recommendation is needed or if applying to a common app school.
- I have politely requested a letter of recommendation from the teacher(s) with at least 2 weeks notice. I asked them in person, and if they agreed, I gave them a copy of my Brag Sheet.
- If a teacher has agreed to write me a letter of recommendation, I sent them an electronic request in Naviance.

STUDENT NAME: \_\_\_\_\_ ID#: \_\_\_\_\_

College/Scholarship: \_\_\_\_\_

Using Common Application:     YES     NO

    If YES, Student Profile Returned:  YES

Date submitted to Guidance office: \_\_\_\_\_ Application Deadline: \_\_\_\_\_

Name of teacher(s) writing you a letter of recommendation, if applicable:  
 \_\_\_\_\_

Notes to Counselor: \_\_\_\_\_

Record Release:

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

**OFFICE USE ONLY**

Transcript uploaded: \_\_\_\_\_

Date transcript sent: \_\_\_\_\_