

TRANSCRIPT RELEASE FORM & COLLEGE APPLICATION CHECKLIST

STUDENT NAME (Please print): _____
NAME OF COLLEGE OR ORGANIZATION: _____
APPLICATION DEADLINE: (circle: postmark by or received by) _____
DATE GIVEN TO COUNSELOR: _____

CHECKLIST: (Check all items that apply to the processing of your application. Failure to correctly complete all steps may seriously delay the processing of your materials.)

_____ I am using the *Common Application* for this college

_____ I am NOT using the Common Application for this college

_____ Counselor recommendation is required
Note: all Common Application schools require a brief recommendation. See Mrs. Rigney at least three weeks prior to target sending date

_____ ***Teacher recommendation has been requested from: list teacher(s)—limit two Names of teacher(s):*** _____
Note: if teacher letters are not needed, then don't request them. You must request the letter in writing using the special form. Most highly selective schools require a letter. Follow up to make sure they are sent electronically by your target deadline

_____ No counselor or teacher recommendation is required or requested

_____ Official ACT or SAT have been sent by testing company to the college
Note: Test scores are NOT posted on the transcript.

_____ Special instructions:

TRANSCRIPT RELEASE PERMISSION

I give my permission to St. Francis High School to release my official high school transcript to the following college, scholarship program, or organization.

If a college: Office of Undergraduate Admissions

Name of college/organization: _____

Street address of college/organization: _____

City/State/Zip: _____

Student or Parent Signature (Required): _____