

ST. VINCENT PALLOTTI HIGH SCHOOL COLLEGE COUNSELING

TRANSCRIPT REQUEST FORM

Fill out ONE FORM for EACH COLLEGE and give form and all documentation to Mrs. Marton or Mr. Hanchett TWO WEEKS BEFORE THE DUE DATE. Please include \$4.00 for each official transcript.

Read each item carefully and answer each.

1. Your Name _____

2. Application Deadline _____ 3. Date you submitted this request _____

4. Send transcript to _____

5. Application: Included here Sent online Sent by mail *Common Application*

6. Early Decision (binding) Early Action Regular Decision Rolling Admission

7. NOTE: colleges require that SAT or ACT scores BE SENT FROM THE TESTING SERVICES DIRECTLY; we will include your scores ONLY if you check here _____.

8. Your Signature _____

9. Which teacher have you asked for a RECOMMENDATION LETTER? Did you give the teacher a copy of your ACTIVITIES LIST/ RESUME? Did you check carefully to see if you must PRINT OUT a SPECIFIC FORM from the college's application site to give the teacher to accompany his/her recommendation letter? ONE teacher recommendation is enough.

Form? Yes No Teacher's name _____

10. Your College Counselor (or you may ask Mrs. Duckworth) will write a second letter of recommendation for you. Be sure that you have attached your ACTIVITIES LIST/RESUME to your first transcript request for the counselor's use.

_____ Mr. Hanchett _____ Mrs. Marton _____ Mrs. Duckworth

FOR OFFICE USE ONLY:

Transcript

Secondary School Report

Teacher Recommendations

Cover Letter

1st Quarter Grades?

School Recommendations

Postcard

Yes

Profile

School Seal

No

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