

# College Application Transcript Request Form

Student Name \_\_\_\_\_

**\*\*Transcript Request form is due two weeks prior to your earliest college deadline. All college applications must be submitted by November 15. \*\***

Type Code	Submission Type Code	Payment Type
ED = Early Decision	CA = Common App	Paid online
EA = Early Action	CO =- Coalition	Free Application
RD = Regular Decision	O= Other	College Issued Waiver
R = Rolling		College Board Waive
		NACAC Waiver

1.	<u>College</u>	<u>Type</u>	<u>Deadline</u>	<u>Submission Type</u>	<u>Payment Type</u>
2.					
3.					
4.					
5.					
6.					
7.					
8.					

**PLEASE NOTE:** The School Counseling Office does not send SAT or ACT scores with your transcript. It is your responsibility to request that your scores be sent electronically to each college through [www.collegeboard.com](http://www.collegeboard.com) or [www.actstudent.org](http://www.actstudent.org).

Student signature \_\_\_\_\_ Date \_\_\_\_\_

OFFICE USE ONLY

Received from student	
-----------------------	--

**HAND THIS FORM TO SCHOOL COUNSELING OFFICE ADMINISTRATIVE ASSISTANT:  
DO NOT LEAVE ON THE DESK OR IN BOX!**

# **UPDATED: College Application Transcript Change Request Form**

Student Name \_\_\_\_\_

**\*\*Should your application list change after submitting your transcript request form, please complete this form:**

Type Code	Submission Type Code	Payment Type
ED = Early Decision	CA = Common App	Paid online
EA = Early Action	CO =- Coalition	Free Application
RD = Regular Decision	O= Other	College Issued Waiver
R = Rolling		College Board Waive
		NACAC Waiver

**Colleges Added:**

1.	<u>College</u>	<u>Type</u>	<u>Deadline</u>	<u>Submission Type</u>	<u>Payment Type</u>
2.					
3.					
4.					
5.					
6.					

**Colleges Deleted**

- |          |          |
|----------|----------|
| 1. _____ | 2. _____ |
| 3. _____ | 4. _____ |
| 5. _____ | 6. _____ |
| 7. _____ | 8. _____ |

Student signature \_\_\_\_\_ Date \_\_\_\_\_

OFFICE USE ONLY

Received from student	
-----------------------	--

**HAND THIS FORM TO SCHOOL COUNSELING OFFICE ADMINISTRATIVE ASSISTANT:**

**DO NOT LEAVE ON THE DESK OR IN BOX!**