


EAST OFFICIAL TRANSCRIPT/DOCUMENT REQUEST FORM

Last Name First Name MI Student ID # Cell #
College Name: _____ Location of College (city/state): _____
Your East Counselor's Name: _____

APPLICATION INFORMATION: *Check individual college websites for school requirements and deadlines.*

<p>APPLICATION DEADLINE: ____/____/____</p> <p>DECISION PLAN: <input type="checkbox"/> Regular Decision <input type="checkbox"/> Early Action (Non-Binding) <input type="checkbox"/> Early Decision (Binding)</p> <p>I AM SUBMITTING MY APPLICATION ONLINE USING (check one):</p> <p><input type="checkbox"/> The college's website (OR) <input type="checkbox"/>  www.commonapp.org</p> <p>TYPE OF TRANSCRIPT I AM REQUESTING: <input type="checkbox"/> OFFICIAL <i>Reminder: If the college does not allow your high school counselor to send transcripts electronically you <u>MUST</u> pre-address a manila envelope to that college admissions office <u>and</u> place 3 First-Class stamps on the envelope.</i></p> <p><input type="checkbox"/> Request for a Fee Waiver – only for students on Free and Reduced Lunch</p> <p>TEST SCORES: (check one): <i>Students must check colleges' websites to see what is accepted.</i></p> <p><input type="checkbox"/> OFFICIAL - please request directly from ACT: www.actstudent.org or SAT : www.collegeboard.com</p> <p><input type="checkbox"/> UNOFFICIAL - please request from the counseling office by checking this box</p> <p>7th SEMESTER/MID-YEAR GRADE REPORT REQUEST: <i>Check the colleges' websites to see if 7th semester/mid-year grades are required- if so, please request these from your counselor in January.</i></p>

<p>ADDITIONAL COLLEGE APPLICATION REQUIREMENTS:</p> <p>Counselor Letter? <input type="checkbox"/> YES <input type="checkbox"/> NO Secondary School Report Form? <input type="checkbox"/> YES <input type="checkbox"/> NO <i>*Important: Common App <u>requires</u> counselors to submit letter of rec and a Secondary School Report Form.</i></p> <p>Teacher Letter(s): <i>Teacher letters and forms must be on file in Counseling Center/On-Naviance prior to submitting a transcript request.</i></p> <p>Teacher Name: _____ Teacher Name: _____</p> <p><i>Note: Please be mindful that in order to receive a strong letter of recommendation, counselors and teachers need some time to</i></p>

My signature below authorizes East to release all records related to the completion of my college application. (REQUIRED)

Student Signature: _____

REQUEST COMPLETED: DATE: _____ BY: _____