

East Official Transcript/Document Request Form

Before you complete this form, please make sure the checklist on the back has been completed.

Last Name	First Name	Student ID#	Cell Phone
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College: _____ Location (City/State): _____

Your East Counselor's Name (circle one): Koshio Kohuth Brown Vesceri Flage Terry Behmke Curran

Today's date: __/__/__

APPLICATION INFORMATION: Check individual college admissions and financial aid websites for school requirements/deadlines.

APPLICATION DEADLINE: COLLEGE MUST RECEIVE BY: __/__/__

DECISION PLAN: Regular Decision Early-Action (Non-Binding) Early Decision (Binding)
(Check one)

I AM SUBMITTING MY APPLICATION ONLINE USING (check one):

College/State website  (www.commonapp.org) Coalition App

REQUEST FOR A FEE WAIVER- only for students on Free and Reduced Lunch

TEST SCORES: I am responsible for sending my own standardized test scores. I have researched my college's testing requirements. I have sent my SAT scores (collegeboard.org) and/or ACT scores (actstudent.org)

RECOMMENDATION LETTERS:

Counselor letter? YES NO Secondary School Report form will be automatically sent in.
Important: Common App requires counselors to submit letter of rec and a Secondary School Report Form

Teacher Letter(s):

Teacher name: _____ Teacher Name: _____

Note: Please be mindful that in order to receive a strong letter of recommendation, counselors and teachers need time to construct your letter. Please ask at least two weeks in advance of your deadline.

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

Student Signature: _____

COLLEGE APPLICATION CHECKLIST

Before you complete the transcript request form, please make sure you have completed the following steps:

1. _____ Application was completed (**either through the school's website or the Common App**)

2. _____ FERPA Waiver signed (**Required for Common App**)

3. Application fee (check one):

_____ Paid _____ Fee Waiver Requested

***If you receive Free/Reduced Lunch see your counselor.**

4. _____ Personal Essay complete (**including supplemental essays, if required**)

5. Letters of Recommendation

_____ Ask teacher/s in-person for Letter of Recommendation (LOR)

_____ Ask counselor in-person for LOR

_____ Provide recommenders with LOR info form

_____ Make LOR request in Naviance to teachers

_____ Do not need LOR

6. Naviance requirements

***Only complete these steps if the application has actually been submitted**

_____ Match Naviance to your Common App account, if needed.

_____ School/s added in Naviance

_____ Mark that you have submitted the application

***Have you talked to Mr. Caricato about scholarships and Financial Aid???**