

**COLLEGE APPLICATION / TRANSCRIPT REQUEST FORM**

**(Students must fill out one form for each college)**

1 **Student Name (PRINT)** \_\_\_\_\_ Student Signature \_\_\_\_\_

2 **Parent Signature\*** \_\_\_\_\_ AH Student Number \_\_\_\_\_

\* Your signature releases the following items on the high school transcript: Course Title, Final Average, Credit Value, Cumulative GPA & Work In Progress.

**Please Note:** Most colleges require that students send standardized test scores directly from the testing service ([www.collegeboard.com](http://www.collegeboard.com), [www.actstudent.org](http://www.actstudent.org)). Reporting scores on your transcript may not be sufficient. Check specific college application requirements.

- INCLUDE ALL REPORTED STANDARDIZED TEST SCORES ON MY TRANSCRIPT.
- PLEASE EXCLUDE ALL STANDARDIZED TEST SCORES FROM MY TRANSCRIPT.

**Scores/No Scores will be reported consistently on all transcripts**

3 **College/University** \_\_\_\_\_

4 **Applying Early Decision?** Yes  No  Deadline: \_\_\_\_\_ Did you use the Common Application? YES

**Applying Early Action?** Yes  No  Deadline: \_\_\_\_\_  NO

5 **Application Submission** ONLINE APP date completed: \_\_\_\_\_

6 **Self-Reported Academic Record** date completed \_\_\_\_\_

7 **Teacher Recommendations** \_\_\_\_\_

**Teacher Names** 1 \_\_\_\_\_ Common App Rec Online Yes No date requested: \_\_\_\_\_

2 \_\_\_\_\_ Common App Rec Online Yes No date requested: \_\_\_\_\_

3 \_\_\_\_\_ Common App Rec Online Yes No date requested: \_\_\_\_\_

8 **Counselor Recommendation** \_\_\_\_\_

**Please Submit this form as soon as you submit your application**

**TO BE COMPLETED BY COUNSELOR**

9 **Transcript Request Form** date submitted: \_\_\_\_\_

10 **Teacher Recommendations** 1 \_\_\_\_\_

2 \_\_\_\_\_

3 \_\_\_\_\_

**Contents** TRANS. T.R. 1 2 3 C.R. OTHER: \_\_\_\_\_

11 **Transcript** date mailed: \_\_\_\_\_

12 **Common APP/Coalition** date completed: \_\_\_\_\_

13 **Comments** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_