

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

\_\_\_\_\_ Date request form submitted

\_\_\_\_\_ College Name(s)

\_\_\_\_\_ Application deadline

**HIGH SCHOOL  
TRANSCRIPT REQUEST FORM**

I am applying to this college using (circle one):    Common Application    Online SUNY Application  
   Other Online application    Paper Form

**Student:** Please check the items you want us to submit on your behalf:

**TRANSCRIPT** If you are using Common Application or SUNY Application, we will upload your transcript electronically unless directed otherwise in “Special Instructions” section, below.

**STANDARDIZED TEST SCORES** If checked, our complete record of your SAT I, SAT II, and ACT scores will be sent unless we are told otherwise in “Special Instructions” section, below. (Note: For Common Ap., we can only upload your SAT/ACT scores one time. To send different scores to different colleges, you must send scores directly from the testing agency.)

**RECOMMENDATIONS** List names of all recommendations you plan to send to this college, even those submitted by teachers on Common Application:

Rec 1: \_\_\_\_\_  
Rec 2: \_\_\_\_\_  
Rec 3: \_\_\_\_\_

Special Instructions: _____
_____
_____
_____

**Ready to Send**  
SP

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