

**TRANSCRIPT RELEASE FORM & COLLEGE APPLICATION CHECKLIST**

STUDENT NAME (Please print): \_\_\_\_\_

NAME OF COLLEGE OR ORGANIZATION: \_\_\_\_\_

APPLICATION DEADLINE: (circle: postmark by or received by) \_\_\_\_\_

DATE GIVEN TO COUNSELOR: \_\_\_\_\_

CHECKLIST: (Check all items that apply to the processing of your application. Failure to correctly complete all steps may seriously delay the processing of your materials.)

\_\_\_\_ I am using the *Common Application* for this college

\_\_\_\_ Applied online, application was submitted on date: \_\_\_\_\_

(Note: many online applications require signature page for counselor)

\_\_\_\_ I will apply online, application has not yet been submitted

\_\_\_\_ Counselor recommendation is required, has been personally requested, and should accompany transcript—allow 3 weeks advance notice (see Mrs. Rigney)

\_\_\_\_ ***Teacher recommendation has been requested from: list teacher(s)—limit two***

***Names of teacher(s):*** \_\_\_\_\_

\_\_\_\_ ***Enclose letter with transcript***      \_\_\_\_ ***Letter will be mailed by teacher***

Note: if teacher letters are not needed, then don't request them

\_\_\_\_ No counselor or teacher recommendation is required or requested

\_\_\_\_ Addressed envelope is attached (do not seal and do not include postage)

\_\_\_\_ Correct address of college or organization is included below

\_\_\_\_ Student or parent signature is included below

\_\_\_\_ Application fee was submitted with online application

\_\_\_\_ No application fee required

\_\_\_\_ Student essay or personal statement is required and enclosed

\_\_\_\_ Student essay is not required or was sent online

\_\_\_\_ Official ACT or SAT have been sent by testing company to the college

\_\_\_\_ Special instructions: \_\_\_\_\_

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**TRANSCRIPT RELEASE PERMISSION**

I give my permission to St. Francis High School to release my official high school transcript to the following college, scholarship program, or organization.

If a college: Office of Undergraduate Admissions

Name of college/organization: \_\_\_\_\_

Street address of college/organization: \_\_\_\_\_

\_\_\_\_\_  
City/State/Zip: \_\_\_\_\_

Student or Parent Signature (Required): \_\_\_\_\_