

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)
- _____ Will apply online, application has not yet been submitted
- _____ Paper application is completed, signed in all places, and attached
- _____ Counselor recommendation is required or requested (allow three weeks notice)
(see Mrs. Rigney to discuss which teachers will provide input for the letter)
- _____ 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
- _____ No counselor or teacher recommendation is required or requested
- _____ Addressed envelope is attached (do not seal and do not include postage)
- _____ Complete address of college or organization is included below
- _____ Student or parent signature is included below
- _____ Transcript fee of \$5.00 is attached (first five transcripts are free)
- _____ No application fee is required
- _____ Application fee was submitted with online application
- _____ Application fee is enclosed or attached
- _____ 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: _____

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): _____