

CONARD HIGH SCHOOL TRANSCRIPT REQUEST – Multiple Schools

To ensure meeting college application deadlines, this form **MUST** be submitted to the School Counseling Secretary **THREE WEEKS** prior to the application deadline!

Student Name _____ Counselor Name _____ Today's Date _____

BEFORE submitting requests, **you must:** ● Complete student Resumé, ● Student Brag Sheet, ● Parent Brag Sheet. ● Add all schools to “Colleges I’m Thinking About” (all on Naviance). ● Fill out yellow paper “Transcript Release” form (just **once** for all schools).

WE send: Your transcript (initial, midyear, final), counselor letter of recommendation, Secondary School Report, Conard Profile, 1st quarter grades (Upon Request)

YOU send: All other documents, including application, fee, essay, and, if required: Common App (CA) Supplement, official SAT or ACT scores
Provide Teachers with Letter of Recommendation Request Form and stamped addressed envelopes for recommendations to be mailed.

For **Common Application schools:** ● Register at Commonapp.org. ● Add all schools to CA list. ● Complete **FERPA** on CA and enter email address used for CA Account on Naviance under “**Colleges I am Applying To**”.

<u>College Name & State</u>	<u>Type of Application</u> (circle ONE)	<u>Type of Decision</u> (circle ONE)	<u>DEADLINE</u> (per Naviance)	<u>Date Submitted/</u> <u>Mailed</u>	<u>Trans.</u> <u>Fee Paid</u>
1. _____	CA-online Online Mail	ED EA Roll Regular Priority	_____	_____	_____
2. _____	CA-online Online Mail	ED EA Roll Regular Priority	_____	_____	_____
3. _____	CA-online Online Mail	ED EA Roll Regular Priority	_____	_____	_____
4. _____	CA-online Online Mail	ED EA Roll Regular Priority	_____	_____	_____
5. _____	CA-online Online Mail	ED EA Roll Regular Priority	_____	_____	_____
6. _____	CA-online Online Mail	ED EA Roll Regular Priority	_____	_____	_____
7. _____	CA-online Online Mail	ED EA Roll Regular Priority	_____	_____	_____
8. _____	CA-online Online Mail	ED EA Roll Regular Priority	_____	_____	_____



Submit \$3.00 per school
(single check to Conard or cash) with this form!

Office Use Only

Date received by secretary _____

Date given to counselor _____