

Student Name: _____
(PLEASE PRINT) Last Name First Name

College Deadline _____ Check if Early Decision

For Office Use Only

Copy or print from Website and submit to Guidance each time you need a transcript sent.

TRANSCRIPT REQUEST FORM/ COLLEGE APPLICATION INFORMATION (please print clearly)

Please allow **TEN** working days for processing.

1. Please indicate the application deadlines imposed by the college. Also indicate if you are applying Early Decision.
2. Whether applying on-line or by paper, you must look for and download any forms that your college requires your counselor to complete, typically named College Prep Form, Secondary School Report or Counselor Report/Form.
3. If your college uses the Common Application, you must invite your counselor and teacher(s) to complete the required forms.
4. Return this form and application materials to the Guidance Office.
5. Remember that it is your responsibility to send your AP, ACT and SAT test scores directly to the Colleges/Universities/NCAA.

► Counselor Contact/High School Information:

<i>Craig Tasker</i>	<i>A – L</i>	<i>330-239-1901 Ext 5213</i> ctasker@highlandschools.org
<i>Elaine Reichart</i>	<i>M – Z</i>	<i>330-239-1901 Ext 5210</i> ereichart@highlandschools.org
<i>CEEB Code</i>		<i>363355</i>
<i>High School Address</i>		<i>4150 Ridge Road</i> <i>Medina OH 44256</i>

I give permission to Highland High School to send out paper/electronic transcripts to the college named on this request form.

Parent Signature if Student is Under 18 Years Old

Date Submitted to Guidance

Date Sent to College/University (Office Use) _____

Name of College/University/NCAA

Address

City State Zip

I applied on-line through the above College/University Website.

OR

Attached application is completely filled out and signed.

OR

I applied using the Common Application. . .

I have invited my counselor online to complete the Secondary School Report.

I have invited a teacher(s) online to complete the Teacher Recommendation.

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 College Prep Form, Secondary School Report or Counselor Report/Form attached.

**OR**

No Counselor Form/Recommendation required.

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 I have asked the following teacher(s) to write a letter of recommendation to be included and mailed with the application materials: _____

OR

Teacher will mail recommendation separately.

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 Application Fee \_\_\_\_\_ Enclosed \_\_\_\_\_ Paid Online \_\_\_\_\_ N/A

I requested AP/ACT/SAT to send my scores directly to this school.