

Haddam-Killingworth High School

TRANSCRIPT REQUEST FORM-FOR SUBMITTED COLLEGES

Student Name: _____

Date Received _____

Counselor: Baerlein Myers Stone Pac

(School Counseling Office Use Only)

Name(s) of teacher and or counselor (s) writing you a recommendation: (1) _____ (2) _____

ONLY REQUEST TWO LETTERS (FROM TEACHERS) OF RECOMMENDATION IF REQUIRED BY COLLEGE(S)

ATTENTION STUDENTS: Your applications **CANNOT** be processed without these steps completed.

- Submitted your completed application and payment?
- Filled out your FERPA waiver on the Common Application and “matched” your Common Application with your Naviance account?
- Listed the schools to where you have applied (see below)
- Sent required SAT/ACT/Subject Test scores **directly to my college(s) from the College Board/ACT? (This is the student’s responsibility).**
- Spoken with teachers that I am requesting recommendations and confirmed with a request e-mail in Naviance?
- Posted Candidate Biography Form on Naviance? **(Counselors require these forms prior to writing a letter of recommendations).**

SUBMISSION METHOD (Must Check One)

College/Institution (Please include City and State where College is located)	Application Deadline	*Application Type	Common App	Other	Teachers Recommendations to Send (please list in order of preference)	
					1)	2)
					1)	2)
					1)	2)
					1)	2)
					1)	2)
					1)	2)
					1)	2)
					1)	2)

*Application Type: Please indicate Early Action (EA), Early Decision (ED), Regular Decision (RD), Rolling (R), etc.

Please note once this completed form has been submitted the counseling office has up to **10 school days to process your request**

I give my permission for Haddam-Killingworth High School to release my child’s transcript and teacher/counselor recommendations to the above named colleges/institutions.

Parent/Guardian Signature _____ Date _____

Parent/Guardian Printed Name _____