

Haddam-Killingworth High School

TRANSCRIPT REQUEST FORM-FOR SUBMITTED COLLEGES

Student Name: _____ Date Received _____
 Counselor: Baerlein Myers Stone Pac
 Name(s) of teacher and or counselor (s) writing you a recommendation: (1) _____
 (School Counseling Office Use Only)
 ONLY REQUEST TWO LETTERS (FROM TEACHERS) OF RECOMMENDATION IF REQUIRED BY COLLEGE(S) _____ (2)

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) _____

*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 _____