

Transcript Request Form

Name _____ Date submitted to college counselor __/___/___

Please send my transcript and supporting documents to _____

Due date specified by college/university _____

**Note that some institutions have earlier deadlines for scholarship consideration.*

Application is included in the envelope _____ **or**
Application was completed online and electronically sent on ___/___/___

Application fee is attached _____ **or** was paid online _____

This Application is: Regular Action _____
 Early Decision (binding contract) _____ (Do not check this unless
 you already have your college counselor's signature)
 Early Action (for scholarships, non-binding) _____

Essay required? yes ___ no ___
If "yes" it is included _____ or was sent online _____

College Counselor recommendation required? yes ___ no ___

Other recommendations required? yes ___ no ___ .
If yes, whom have you asked to write recommendations for you?

- 1.
- 2.

Application check list

___A large addressed/stamped envelope accompanies this transcript request form. Three stamps required. Please take into account that I will be adding three or four more sheets.

___A business size addressed/stamped envelope is enclosed for the mid-year report/transcript. (This is not necessary for MU, KU or K-State)

___An addressed stamped envelope has been provided to each teacher for his/her recommendation (if applicable).

Please return this form to Ms. Westenfeld with your large addressed/stamped envelope.