

**Notre Dame de Sion
TRANSCRIPT REQUEST FORM**

STUDENT'S NAME: _____ **DATE SUBMITTED:** _____

NAME OF COLLEGE: _____

DUE DATE SPECIFIED BY THE COLLEGE: _____

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

Type of application, check all that apply:

_____ Scholarship	_____ Early Action (non-binding)	_____ Summer Program
_____ Applied Online	_____ Early Decision (binding)	_____ NCAA
_____ Other	_____ Regular Decision	_____ Personal Copy (unofficial)
_____ Common Application		

Recommendations:

Is a College Counselor recommendation required? Yes No
If yes, is a formed attached? Yes No

Is this a Common Application school? Yes No
Have you included the counselor forms? Yes No

Are you submitting a teacher recommendation(s)? Yes No
If yes, who _____

It is your responsibility to facilitate faculty recommendations. You must meet with the teacher at least 3 weeks prior to the deadline. Faculty recommendations will be mailed separately.

STUDENT SIGNATURE: _____

Application Check List:

- _____ A large addressed/3 stamped envelope for the transcript, rec letter and additional paperwork.
- _____ A business sized addressed/one stamped envelope is enclosed for the mid-year report & transcript.
- _____ An addressed/ stamped envelope has been provided to each teacher for his/her recommendation (only if applicable)

Return this form to Ms. Westenfeld with your envelopes.