

 **St. Teresa's Academy**
TRANSCRIPT REQUEST

STUDENT'S NAME: _____ **Graduation Year:** _____

DATE SUBMITTED to Counseling Office: _____

DUE DATE SPECIFIED BY COLLEGE/UNIVERSITY/ORGANIZATION: _____

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

Type of application, check all that apply:

Public College/University Private College/University Applied Online Common Application
 Regular Decision Early Action (non binding) Early Decision (binding)
 NCAA Summer Program Other
 Scholarship Personal Copy – this will be unofficial

Name of College/Scholarship: _____

If *not* included on any attachments, provide the complete address of University/College or Scholarship to which you are applying.

Address _____

City, State: _____

Standardized Tests:

All standardized test scores (ACT & SAT) are included on the transcript. If you choose **NOT** to send any test scores (ACT & SAT) please check here _____. If you do not include ACT/SAT scores, it is your responsibility to contact ACT/SAT and have official scores sent directly– note, there is a fee for this service. If yes, ALL your ACT & SAT scores to date will be sent. PSAT, PLAN & AP scores are not reported on transcripts. The NCAA requires ACT/SAT scores to be sent directly from the testing agency (code 9999).

Recommendations:

Is a counselor recommendation required?	Yes	No
If yes, is a form attached?	Yes	No
Are you submitting a teacher recommendation(s)?	Yes	No
If yes, who _____		

*It is your responsibility to facilitate teacher recommendations. You must meet with the teacher at least **3 WEEKS** prior to the application/scholarship deadline. Faculty recommendations will be forwarded to guidance and not shared with students.*

STUDENT SIGNATURE: _____

Comments: _____

Complete ONE Transcript Request Form per application submitted.
Attach ALL necessary forms to this request.

For office use only

Date received _____

Transcript Sec. Report Form

Recommendations

Profile

Date mailed _____

Other _____

_____ltr/ form

_____ltr/form

Entered in TCCi ____