

TRANSCRIPT REQUEST FORM

Name: _____ Year of Graduation: _____

Email address: _____ Phone #: _____

School Counselor: Vuona Kennedy Coughlin Bagnall Chaykowski

Teacher Recommenders: Primary _____ Secondary (not always required) _____

Please send my official transcript and recommendations to the following colleges and universities

****Every school you are applying to must be on a transcript request form or materials cannot be sent****

Due Date: 3 WEEKS PRIOR TO EARLIEST DEADLINE

EARLIEST DEADLINE: _____

College Name (Write <u>full name</u> of school - no initials)	Applying through Common App Please ✓	Applying through Non Common App Please ✓	Deadline Date	Select Application Type				Date Sent Counselor Use
1.				Early Action	Early Decision	Regular Decision	Rolling	
2.				Early Action	Early Decision	Regular Decision	Rolling	
3.				Early Action	Early Decision	Regular Decision	Rolling	
4.				Early Action	Early Decision	Regular Decision	Rolling	
5.				Early Action	Early Decision	Regular Decision	Rolling	
6.				Early Action	Early Decision	Regular Decision	Rolling	
7.				Early Action	Early Decision	Regular Decision	Rolling	
8.				Early Action	Early Decision	Regular Decision	Rolling	
9.				Early Action	Early Decision	Regular Decision	Rolling	
10.				Early Action	Early Decision	Regular Decision	Rolling	

By signing below,

- I give MHS permission to send transcripts to the colleges listed above.
- I agree to submit a one time transcript processing fee of \$10.00 through MySchoolBucks
- I understand that SAT and ACT scores do not appear on the Marblehead High School transcript
- I must send my own scores to colleges via www.collegeboard.com or www.act.org

Parent or student signature: _____ Date: _____

DO NOT EMAIL FORM TO YOUR SCHOOL COUNSELOR

Completed form must be sent to mhs_transcripts@marbleheadschoools.org for processing

PUT YOUR FIRST + LAST NAME IN THE SUBJECT OF THE EMAIL

Do not write below - School Counseling office use

Date Received: _____ Fee Submitted: _____ Staff Processing Form: _____ Date Submitted to Naviance: _____