2011-2012 ELECTRONIC TRANSCRIPT REQUEST/COLLEGE APPLICATION FORM

For successful processing it is mandatory to request your transcript through Naviance in addition to this form*

STUDENT NAME: _____HOMEROOM: _____

COUNSELOR NAME**:** _____

Specific program for which you are applying (e.g. Psychology, Undecided, Engineering, etc) _____

Please Circle application type below and indicate official deadline:

⇒ EARLY ACTION
⇒ EARLY DECISION
⇒ REGULAR DECISION
⇒ ROLLING ADMISSION
⇒ PRIORITY

APPLICATION DEADLINE:
(Please allow up to 3 weeks (15 school days) **from date of submission to date of application processing)** _____

I give permission for my transcript and other supporting documents to be sent to the college listed below. I waive my right to access all letters of recommendations used for educational and employment purposes.

_____ _____
Student Signature *Date* *Parent Signature* *Date*

PLEASE SEND TRANSCRIPT TO:

NAME OF COLLEGE _____

COLLEGE ADDRESS(Please specify campus if applicable) _____

(Check One)
Common Application _____ Regular Application _____ Did you apply on-line? Yes____ No_____

You must order official test scores through SAT or ACT directly and have them forwarded to the college. AP scores are not recorded on your high school transcript. Mercy does not send AP scores to the colleges. They must be sent directly by College Board.

PLEASE SEND THE FOLLOWING LETTERS OF RECOMMENDATIONS WITH MY APPLICATION: (List name of each recommender)

_____ _____ _____

STUDENT CHECKLIST:

- **Submitted completed application to college (Common Application, on-line, paper)**
- **Requested transcript through Naviance**
- **Included accurate due date**
- **Requested SAT and ACT scores directly from testing agencies**
- **Requested teacher letters of recommendation (if necessary)**
- **You will receive a form to complete in January if you would like your Mid-Year reports to be sent to the above college**

*See "Tips for submitting college applications on-line" posted on Naviance home page

---

For Office Use Only: Date Received :_____ Date to Counselor: _____ Date Sent: _____