**TRANSCRIPT REQUEST FORM**

TORRINGTON HIGH SCHOOL

**TO BE COMPLETED BY STUDENT** **– ALL SECTIONS MUST BE COMPLETE PRIOR TO PROCESSING**

**Today’s Date:** **Student Name**:

**Counselor Name**:

For College Applications: How are you applying (check one):  Common App On-Line  School’s On-line  Paper

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| Application Deadline Preferred Mailing Date:  This Official Transcript is for: (Check One) College Special Program  Scholarship Employer Other  **INTENDED MAJOR**:  Send Records to:  (Name of Institution, Scholarship or Organization)  Address: \_\_\_\_\_\_      Permission to Release Transcript:  (Parent/Guardian Signature if under 18) |

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| **Student:** I am also requesting that Guidance include the following in my application packet:  (Check all that apply) Secondary School Report Form  Counselor Recommendation **(2 week notice & Brag Sheet necessary)**  Unofficial SAT and/or ACT Scores (all scores we have will be included)  Teacher Report Forms  Teacher Recommendations   1. **Name of Teacher:** 2. **Name of Teacher:** 3. **Name of Teacher:**   **(Students are responsible for arranging Teacher Recommendations to be on file in Guidance if applicable)** |

**\*If applying with *Common App On-line* for the college specified above. DO NOT fill out the boxes below unless required by the school. In this case, you must provide an envelope and postage\***

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| **Student:** I have provided to Guidance the following to be mailed in my application packet:  (Check all that apply) Paper Application  Essay  Check  Resume  Other |

**FOR GUIDANCE USE ONLY**

**Date given to Counselor: ­­­\_\_\_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_\_\_ Counselor Initials:**

**\_\_\_\_\_\_ Common Application On-line: Secondary School Report Submitted on (date): \_\_\_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_\_**

\_\_\_\_\_\_ Mailed Materials: Application Essay Check Resume Transcript (signed)

School Report  Counselor Rec  SAT/ACT  First Quarter Grades

Teacher Rec.’s  Teacher Report(s)  Other

Date Mailed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mid Year Report \_\_\_\_\_\_\_\_\_\_\_\_\_ Final Report \_\_\_\_\_\_\_\_\_\_\_\_\_\_