**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 Recommendations1. **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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_