

This form is to be submitted for **each** individual application.

# PADUA FRANCISCAN HIGH SCHOOL

## TRANSCRIPT REQUEST FORM

Date Submitted to Counselor: \_\_\_\_\_ Counselor Name: Mrs. DeCesare Ms. Bertin

Mr. Shuman Mrs. Holly-Brown

Student Name: \_\_\_\_\_

Circle Application Type: College – Early Action/Decision College – Regular Decision

Scholarship

Application Deadline: \_\_\_\_\_

*Note: Counselors require a minimum of TEN school days prior to the stated college deadline to process your request! (example: if college deadline is November 1, transcript request is due to counselor ten days before November 1)*

College/University Applying to or Name of Scholarship and Address:

\_\_\_\_\_  
\_\_\_\_\_

- I have completed my Resume on Family Connection.
- I have completed the Senior Questionnaire on Family Connection
- I have marked this college as a “College I’m Applying To” on Family Connection.
- I have applied to this school on \_\_\_\_\_.  
Date
  - Common Application
  - College’s online application
- I have sent my Test Scores (ACT/SAT) to this college/university.

Check appropriate boxes below for materials you wish to be transmitted to the college/university for this specific request. *(Please Note: any additional materials or letters must accompany this request unless already on file with your counselor)*

- Teacher Recommendation or Letter, as required by college or scholarship
  - Teacher \_\_\_\_\_
  - Teacher \_\_\_\_\_
  - Teacher/Other \_\_\_\_\_

Other unique or application specific forms, if applicable

Signature: \_\_\_\_\_

*Student’s signature constitutes permission to release transcript and related documents to the above listed college or scholarship provider.*

**FAILURE TO FULLY COMPLETE THIS FORM MAY DELAY THE TRANSMISSION OF YOUR APPLICATION MATERIALS.**