

This form is to be submitted for each individual application.

# PADUA FRANCISCAN HIGH SCHOOL

## TRANSCRIPT REQUEST FORM

Date Submitted to Counselor: \_\_\_\_\_ Counselor Name: Mrs. Byrnes Mrs. Capone

Mr. Shuman Mrs. Holly-Brown

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

Circle Application Type: College – Early Decision/Early Action      College – Regular Decision  
Scholarship      Summer Program

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 school days **before** November 1)*

College/University Applying to **OR** Name and Address of Scholarship/Program:

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

- I have completed my Resume on Naviance Student.
- I have completed the Senior Questionnaire on Naviance Student.
- I have marked this college as a "College I'm Applying To" on Naviance Student.
- 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 submitted 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.**