

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. Bost

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.