

**CHECKLIST**  
**For Senior Transcript Requests and Processing of Applications**

---

**Please complete Sections I and II. Attach this form to your completed application packet and bring everything to the Guidance Office *at least 2 weeks before your application mailing deadlines.***

---

Name \_\_\_\_\_ Date \_\_\_\_\_

I am applying to (Name of College) \_\_\_\_\_

My program or major is \_\_\_\_\_

My application is attached, signed and dated  -or-

I have applied On-line or mailed the application already

The **mailing deadline** for my application and supporting material is \_\_\_\_\_

Have you included your Access to Student Records Permission form? Yes  No  NA

Do your SAT/ACT scores need to be included on the transcript? Yes  No  NA

(Check No if you have sent them directly from College Board or if they are not required)

Have you attached your application fee? Yes  No  NA

(Check NA if already submitted online)

Are letters or recommendation forms required? Yes  No  NA

If Yes, please list recommenders below:

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

Enclosed  
 Will drop off at guidance office  
 Will submit directly to school

Is your counselor required to write a recommendation or complete a form? Yes  No

**(If Yes, please give him/her advance notice)**

Have you printed a copy of your application for your files? Yes  No

**(We do not keep copies of your application)**

***Remember to include the Access to Student Records Permission Form***

Date Received from Student \_\_\_\_\_ Date Mailed \_\_\_\_\_