

# TRANSCRIPT REQUEST FORM

## Bellmore-Merrick CHSD

Student Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Last First Month / Day / Year  
 Counselor: \_\_\_\_\_ Email Address: \_\_\_\_\_

Common Application Online: User Name \_\_\_\_\_

<b>Name of College/University or Scholarship:</b> _____		
<b>Type of Application</b> <small>(Check One)</small>  <input type="checkbox"/> Common Application <input type="checkbox"/> SUNY Application <input type="checkbox"/> CUNY Application <small>Please provide CUNY ID # :</small>  <input type="checkbox"/> Other (Please specify): _____ _____ _____	<b>How are you applying?</b> <small>(Check One)</small>  <input type="checkbox"/> Regular Decision <input type="checkbox"/> Rolling Admission <input type="checkbox"/> Early Action <input type="checkbox"/> Early Decision  <b>Application Due Date:</b>  _____ <small style="text-align: center;">Date</small>	<b>Major you listed on your application :</b>  _____ <small style="text-align: center;">Major</small>  <b>Teachers writing your letters of recommendation:</b> _____ _____ _____
<b>Note:</b> <ul style="list-style-type: none"> <li>• SAT/ACT scores must be sent directly from College Board and/or ACT.</li> <li>• Students who qualify for a fee waiver must submit the waiver to their counselor.</li> </ul>		

**BEFORE you submit this form to the Registrar's Office you must:**

- Submit a copy of your Resume/Activity Sheet to Registrar.
- Request letters of recommendation from your teachers through Naviance.
- Electronically sign your FERPA Agreement on Naviance.
- Add the above college/university to the "Colleges I'm Applying to" tab in Naviance.

*I have completed the above and request that my transcript, letters of recommendation, and other school information be sent to the college/university listed on this form.*

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

PLEASE DO NOT WRITE BELOW THIS LINE - FOR OFFICE USE ONLY -

<u>Initial Information Entered</u>	<u>Counselor Review</u>	<u>Final Review/Submission</u>
Please check all missing items: <input type="checkbox"/> Signed FERPA Agreement <input type="checkbox"/> Resume/Activity Sheet <input type="checkbox"/> Counselor Written Evaluation <input type="checkbox"/> Secondary School Report <input type="checkbox"/> Teacher Letter(s) (Specify): _____ <input type="checkbox"/> Other (Specify): _____ _____  Clerical Initials: _____ Date given to Counselor: _____	Counselor Letter Uploaded: _____ (Initial)  Please check all missing items: <input type="checkbox"/> Signed FERPA Agreement <input type="checkbox"/> Resume/Activity Sheet <input type="checkbox"/> Counselor Written Evaluation <input type="checkbox"/> Secondary School Report <input type="checkbox"/> Teacher Letter(s) (Specify): _____ <input type="checkbox"/> Other (Specify): _____  Counselor Initials: _____ Date given to Registrar: _____	All missing application materials have been rectified. _____ (Initial)  Application materials have been submitted to the college/university. _____ (Initial)  Date Materials Submitted: : _____  <b>Application #:</b> _____  <b>Date Received:</b> _____