



SIMSBURY HIGH SCHOOL **COLLEGE TRANSCRIPT REQUEST FORM\***

Fee per transcript: \$4.00 (check or cash)

**\*ONE FORM PER SCHOOL**

Paid \_\_\_\_\_ (date)

STUDENT NAME: \_\_\_\_\_ COUNSELOR: \_\_\_\_\_

College Applying to: \_\_\_\_\_

Application Deadline: \_\_\_\_\_ Using Common App?  Yes  No

Are you applying?  Early Decision  Early Action  Regular/Rolling  Other: \_\_\_\_\_

List names of individuals writing letters of recommendation to be included with this application:

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

**AGREEMENT:** I understand that I must allow 15 school days for requests to be processed. The School Counseling Office will **not** be held responsible for meeting the deadline of any request that is received fewer than 15 school days before the college's deadline.

Your transcript, letters of recommendation, Secondary School Report and School Profile are included in the packet sent to each college. Mid-Year transcripts are automatically sent to all active college applications and your Final transcript will be sent to your attending college.

Student Signature: \_\_\_\_\_ Parent Signature: \_\_\_\_\_

Application Process

YOUR COLLEGE

Student Sends

Completed Application  
Application Fee  
Essay(s)  
SAT/ACT Scores  
(from testing center)

School Counselor Sends

Transcript  
Recommendation(s)  
School Profile/Secondary School Report  
1st Quarter Grades (only if requested)  
Mid-Year Grades  
Final Transcripts at end of year

College Board/ACT

Test Scores  
(students must request report from testing center and pay a service fee)  
*Allow 3 weeks for processing*

**Office Use Only:** Transcript Uploaded: \_\_\_\_\_ Self Reported: \_\_\_\_\_ Submitted Electronically: \_\_\_\_\_ Sent by Mail: \_\_\_\_\_

Notes: \_\_\_\_\_