

Need a Transcript? FILL THIS OUT!!

In order to have your college applications sent to the colleges or scholarships you are applying for, please follow the procedure listed below:

1. Check deadline dates for the schools or scholarships you are applying to. Applications must be turned in to your counselor at least **TWO WEEKS** before the deadline in order to get your transcripts and counselor recommendation ready and have time for the US Mail to get it there.
2. If you need teacher recommendations, you should give them at least two weeks notice to write a recommendation along with information the college would like in the recommendations.
3. Complete your part of the application.
4. Write your essay if it is required. Take your time writing the essay and get someone to proofread it for you. Make sure it is typed and neat unless the directions tell you to handwrite it. **REMEMBER...the essay is the first impression of you the college will have. Make sure it is the impression you want them to have!**
5. The I Know I Can volunteer is here and will help you with questions you have about completing your applications and applying for financial aid. (The IKIC office is located next to rooms 39 and 40)
6. Once you have your application completed, turn it in to your counselor along with this form, the check for your application fee or fee waiver, recommendation letters, and anything else required. (Some applications are very simple and others require a variety of things to be included.)

Student Name _____

College or Scholarship AND ADDRESS

1. _____
2. _____
3. _____

Due Date(s) _____

I applied on line: YES NO

I am enclosing a paper application: YES NO

I took/will take ACT on _____ I took/will take SAT on _____
Score _____ Score _____

High School Activities

Volunteer Work

COMPLETE BACK SIDE AND SIGN

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Employment

Intended College Major

Future Career Plans

Have you turned any other applications to your counselor? YES NO

I give my permission to send my transcripts to the colleges listed on this form.

Signature

Date

A-F- Mrs. Hansgen

G-M- Mr. McWhorter

N-Z- Mrs. Fuller

Date Received _____

Counselor's Initials _____