

SMOKY HILL HIGH SCHOOL

REQUEST FOR OFFICIAL TRANSCRIPTS / APPLICATION DOCUMENTS

\$5.00 charge per each official transcript. (first 5 sent free of charge for students eligible for free/reduced lunch)
A final transcript will be sent free of charge to the college that is indicated to Post Grad at the time of Senior Exit.

Last Name _____ First Name _____ Middle Initial _____ Yr. of Graduation _____

Student ID # _____ Date of Birth _____ Student cellphone# _____

Student email used on Common Application: _____

<p>Name of institution where official records are to be sent:</p> <p>_____</p> <p>City _____ State _____</p> <p>____ Send transcript College deadline _____</p> <p><u>FOR COMMON APPLICATION SCHOOLS</u></p> <p>____ I'm using the Common App and have notified teachers & my counselor to fill out the forms on Naviance</p> <p>____ I have completed my FERPA waiver on Common App and completed the Common App Account Matching on Naviance. (Find this under College tab, Colleges I am applying to)</p> <p>Send recommendations from: <i>Teacher and Counselor letters and forms MUST be uploaded to Naviance prior to submitting this transcript request.</i></p> <p>Name _____</p> <p>Name _____</p> <p>Name _____</p>	<p>Name of institution where official records are to be sent:</p> <p>_____</p> <p>City _____ State _____</p> <p>____ Send transcript College deadline _____</p> <p><u>FOR COMMON APPLICATION SCHOOLS</u></p> <p>____ I'm using the Common App and have notified teachers & my counselor to fill out the forms on Naviance</p> <p>____ I have completed my FERPA waiver on Common App and completed the Common App Account Matching on Naviance. (Find this under College tab, Colleges I am applying to)</p> <p>Send recommendations from: <i>Teacher and Counselor letters and forms MUST be uploaded to Naviance prior to submitting this transcript request.</i></p> <p>Name _____</p> <p>Name _____</p> <p>Name _____</p>
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Request forms not received at least five school days prior to college deadlines are at risk of missing deadlines.

Student's Signature

Office use only

Date received in Post Grad _____ Processing fee paid _____ F&R _____ Submitted _____