

OFFICIAL TRANSCRIPT REQUEST FORM

- Please submit this form AT LEAST TWO (2) WEEKS before the application deadline date!
- Turn in a separate form for each application
- **DO NOT FORGET the \$5 FEE** for each official transcript (cash or check payable to DRHS). Official transcripts for scholarship applications are free.

Date turned in: _____ Mailing deadline: _____
Student Name: _____ Student ID#: _____
Name of College/Scholarship: _____
College/Scholarship Address (if known): _____

(Please check only one)

Did you apply using: _____ Paper Application (please attach app to this form)
_____ Specific College's Website Application
_____ Common Application
_____ SendEdu Application

Please answer Yes or No to the following 3 questions:

1. If you applied using the Common Application, have you filled out the "Privacy Notice" information on Naviance? _____ **If no, please do so ASAP.**
2. Did you add your college into Naviance under "colleges I'm applying to?" _____ **If no, please do this ASAP.**
3. Does your college require a "Mid-Year Transcript/Report" to be sent to them in January? _____ If you answer Yes, we will automatically send this to your college in January.

Besides sending your transcript and test scores, do you need anything else sent in our mailing? Please check all that apply and attach items if you have them. **We will not mail anything until Mrs. Labbat receives ALL pieces checked below.**

___ College Application Fee (if not submitted online)

___ Teacher Recommendation Letter(s)

(Please check your college application requirements to see if letters of rec. are required before asking teachers to write letters for you.)

Name of Teacher

Name of Teacher

Name of Teacher

___ Counselor Recommendation Letter

(Please check your college application requirements to see if a letter of rec. is required before asking your counselor to write a letter for you.)

Name of Counselor

___ Teacher / Counselor Evaluations
(required for Common Applications only)

Name of Teacher

Name of Teacher

Name of Counselor

___ Student Essay/Personal Statement (if needed and if not submitted online)

***** DRHS policy is that ALL test scores on file (excluding AP tests) will be sent with your official transcript. Please speak to your counselor if you have specific requests regarding your test scores. *****

OFFICE USE ONLY: Mailed: _____ Sent via EDOCS _____ E-Mailed _____ Faxed _____