



TJ OFFICIAL TRANSCRIPT/DOCUMENT REQUEST FORM

Last Name First Name MI Student ID # Graduation Year

Student Email _____ College/s Applied To _____


APPLICATION INFORMATION:

Check individual college websites for school specific forms, deadlines, decision plans, and testing requirements. Look for "Application Checklist" or similar instructions for further details.

APPLICATION DEADLINE: College Must Receive By: ___/___/___

DECISION PLAN: Regular Decision Early Action (Non-Binding) Early Decision (Binding)

I SUBMITTED MY APPLICATION ONLINE USING (check one):

The college's website **(OR)**  (www.commonapp.org)

*If the college does not allow your high school counselor to send transcripts electronically you **MUST** pre-address a manila envelope to that college admissions office and place 3 First-Class stamps on the envelope. Please attach the envelope to this form with a paperclip.*

TEST SCORES: Please request directly from following sites:
ACT Scores: www.actstudent.org SAT Scores: www.collegeboard.com

MID-YEAR GRADE REPORT REQUEST: Needed Not Needed
Check the college website to see if mid-year grades are required- if so, please be sure to request those grades be sent to college in January.

I HAVE ADDED THIS COLLEGE IN NAVIANCE: Yes (required)
Naviance instructions are included in Senior College Folder documents.

RECOMMENDATION LETTERS AND FORMS:

ADDITIONAL COLLEGE APPLICATION REQUIREMENTS:

Counselor Letter? Yes No **Secondary School Report Form?** Yes No
**Important: Common App requires counselors to submit letter of rec so be sure to request this well in advance.*

Teacher Letter(s): Letter of Rec form given to teacher **(AND)** Teacher request made in Naviance
Teacher letters and forms must be on file in the Counseling office or on Naviance prior to submitting a transcript request

Teacher Name: _____ **Teacher Name:** _____ **Other:** _____
**Important: If you are applying by Common Application you must also notify your teacher(s) so they can complete the Teacher Evaluation Form on Naviance as well.*

My signature below authorizes TJ to release all records related to the completion of my college application. **(Required)**

Student Signature: _____

Counselor Signature: _____