

# Counselor Recommendation and Transcript Request Form

Counselor Name: \_\_\_\_\_  
 Student Name: \_\_\_\_\_  
 E-Mail: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_

Date of Request: \_\_\_\_\_  
 Earliest Deadline: \_\_\_\_\_  
 College/University Name: \_\_\_\_\_

Application Type:    Early Decision \_\_\_\_\_    Early Action \_\_\_\_\_    Regular \_\_\_\_\_    Rolling \_\_\_\_\_    Other \_\_\_\_\_

**Teacher Recommendations:** Students must speak with teachers **in person** to request/verify recommendations before listing them on this form.

Please identify the Primary Recommender if your college only accepts one letter, and if your teachers will mail or upload into Naviance

1. Primary Recommender: \_\_\_\_\_ Mailed \_\_\_\_\_ Naviance  
 2. Additional Recommender: \_\_\_\_\_ Mailed \_\_\_\_\_ Naviance

**Submit the following documents and fees to:** Mrs. Kenefick for: **Mrs. Caira, Mrs. Goodliffe, and Mr. Wolfson**  
 Mrs. Morse for: **Ms. Jango-Cohen and Ms. Vavruska**

- \_\_\_\_\_ Counselor Recommendation & Transcript Request Form  
 \_\_\_\_\_ Final Activity Resume  
 \_\_\_\_\_ Copy of Essay  
 \_\_\_\_\_ Junior Questionnaire (Completed on Naviance)  
 \_\_\_\_\_ \$5.00 Transcript Request Fee

Submit this form to the School Counseling Office By:	If your earliest College Application Deadline is:
September 15	October 15
October 1	November 1
October 15	November 15
October 27	December 1
November 20	January 1
December 1	January 15
December 18	February 1
At least 4 School Weeks Before	Any other deadline not listed

**In addition to submitting this form and additional required items listed above to the School Counseling Office, you must also complete ALL of the steps below before transcripts and recommendations will be sent.**

- ✓ Complete the FERPA Release Authorization in the Common App (**How to Video:** <http://bit.ly/ferparelease>)
- ✓ Add colleges to your list of “Colleges I’m Applying To” in Naviance, and indicate if you are applying Early Action, Regular Decision, etc.

**ADDITIONAL STEPS TO COMPLETE ON THE “COLLEGES I’M APPLYING TO” PAGE IN NAVIANCE**

- ✓ Match your Naviance and Common Application accounts
- ✓ If you are applying to a Common Application school, but using an application other than the Common App, indicate that you are not using the Common Application for that school
- ✓ Add your “Teacher Recommendation Requests”
- ✓ After submitting each college’s application, mark it as “Submitted”

**Video Instructions for these steps can be found at:** (<http://bit.ly/WHStranscriptrequest>)

If your application deadline is on a weekend or holiday, and you will still be working on the application right until the deadline, we recommend that you mark your application as “submitted” a few school days beforehand to ensure your transcript/recommendations are sent on time.

It is the **STUDENT’S** responsibility to submit scores from the SAT, ACT or other standardized tests directly to the colleges. WHS **DOES NOT** submit these scores with transcripts and recommendations.

## *Student Verification*

I understand and will follow my responsibilities in the recommendation and transcript request process as described on this form.

Print Name: \_\_\_\_\_

Sign Name \_\_\_\_\_