ORCHARD PARK HIGH SCHOOL
TRANSCRIPT REQUEST FORM

NAME_____ **HR#**_____

SEND TO_____

ADDRESS_____

_____

DEADLINE (ALLOW *TWO WEEKS* FOR PROCESSING): _____

A) DOCUMENTS TO BE SENT

___Official Transcript* ___Mid-Year Grades
___Most Current Report Card ___Other (_____)

****Students must contact the CollegeBoard and/or ACT to have official scores sent.****
Please note that SAT/ACT scores are NOT on the transcript.

B) COLLEGE APPLICATIONS

Only 1 request form is required for each application. Students using the online Common Application should list COMMON Application next to "SEND TO." Students using the online SUNY Application should list SUNY Application next to "SEND TO."

___Online Common Application ___Online directly to college
___Online SUNY Application ___Other (_____)

C) RECOMMENDATIONS

Is Counselor Recommendation required?
___ Yes
___ No

Have you submitted the following?
___Student Brag Sheet
___Parent Brag Sheet
(**Above documents required for counselor recommendation**)

***It is the student's responsibility to ask teachers to write letters of recommendations and to supply teachers with stamped, addressed envelopes to the institutions to which they would like the letters sent. Many teachers will submit letters electronically when possible. Please give all recommenders a minimum of two weeks' notice.**

STUDENT SIGNATURE_____ **DATE**_____

OFFICE USE ONLY Date Rec'd_____ Date Sent_____ Date Sent_____ (Mid-Year) Date Sent_____ (other_____)