

TRANSCRIPT REQUEST FORM

Name: _____ Year of Graduation: _____

Email address: _____ Phone#: _____

__ School Counselor: Vuona Kennedy Costello Bagnall Chaykowski

Please send my permanent transcript and recommendations to the following colleges/universities.

Due Date: **3 WEEKS PRIOR TO FIRST DEADLINE** EARLIEST DEADLINE: _____

College Name (Write <u>full name</u> of school/no initials)	Applying through Common App	Applying through Non-Common App	Deadline Date	Please Select Application Type				Date Sent
	Please ✓	Please ✓		Please	Select	Application	Type	Counselor Use
1.				Early Action	Early Decision	Regular Decision	Rolling	
2.				Early Action	Early Decision	Regular Decision	Rolling	
3.				Early Action	Early Decision	Regular Decision	Rolling	
4.				Early Action	Early Decision	Regular Decision	Rolling	
5.				Early Action	Early Decision	Regular Decision	Rolling	
6.				Early Action	Early Decision	Regular Decision	Rolling	
7.				Early Action	Early Decision	Regular Decision	Rolling	
8.				Early Action	Early Decision	Regular Decision	Rolling	
9.				Early Action	Early Decision	Regular Decision	Rolling	
10.				Early Action	Early Decision	Regular Decision	Rolling	

*I understand that SAT and ACT scores do not appear on the Marblehead High School transcript and
I must send my own scores to colleges via www.collegeboard.com or www.act.org*

Parent or student signature: _____ Date: _____

By checking this box, I give MHS permission to send transcripts to the colleges listed above.
I also agree to submit payment for the total balance of **all** requested transcripts and payment must be submitted
and received through MySchoolBucks in order to process transcripts.

One time transcript processing fee \$10.00

DO NOT EMAIL FORM TO YOUR SCHOOL COUNSELOR.

**Completed form must be sent to mhs_transcripts@marbleheadschoools.org for processing.
PUT YOUR FIRST + LAST NAME IN THE SUBJECT OF THE EMAIL.**

School Counseling Office Use. Do not write below:

Date Received: _____ One time \$10 fee : _____ Payment Submitted: no

yes Staff Processing Form: _____ Submitted in Naviance on date: _____

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