



Date Submitted to Guidance: \_\_\_\_\_

### Warwick High School Transcript Request Form

This transcript request form is used to send a transcript to a school or scholarship program. Before you complete this form, make sure that you follow the Naviance College Application Instructions handout (on the back of this form) and complete the entire application process. **NOTE: PLEASE ALLOW AT LEAST 10 DAYS FOR PROCESSING.**

**Family Connection (NAVIANCE): The following must be completed before turning in this form to the Counseling Office:**

- \_\_\_\_\_ List "Colleges I'm Applying To"
- \_\_\_\_\_ Request Teacher Letter of Recommendation (if required by the college)
- \_\_\_\_\_ Match to Common Application (if applying via Common Application)

Student \_\_\_\_\_ Graduation Year \_\_\_\_\_

Name of College, NCAA, Scholarship, etc.	Application Deadline	Did you apply on the Common App. Site? (Y / N)	What teachers are writing recommendations?	Anything else we need to know?

I understand it is my responsibility to complete all required supplemental materials. It is my responsibility to ensure that colleges receive all required application materials.

**Colleges require official SAT and ACT scores to be sent directly from the collegeboard.com or act.org. Warwick does not post these scores on the transcripts.**

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*(If a student is 18 or over, no parent signature needed.)*

\*\*\*\*\*OFFICE USE ONLY\*\*\*\*\*

Delivered to:	Date Sent	Delivery Method	Recommendations:	Other:

