

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. If we have to mail a transcript or you request an official transcript not processed through Naviance, the cost is \$1.00. **NOTE: PLEASE ALLOW AT LEAST 10 DAYS FOR PROCESSING.**

(NAVIANCE): The following must be completed before submitting this form to the Counseling Office:

- _____ Colleges are listed in Naviance
- _____ Student's "Brag Sheet" is Complete in Naviance
- _____ Teacher Letters of Recommendation are complete
- _____ Match to Common Application (if applying via Common Application)
- _____ Common Application Teacher Evaluation Forms are complete in Naviance
- _____ FERPA Waiver Signed (Common Application)
- _____ Official SAT or ACT scores have been requested from collegeboard.com or act.org

Student _____ Graduation Year _____

Name of College, NCAA, Scholarship, etc.	Application Deadline	Did you apply on the Common App. Site? (Y / N)	Which 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.

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:

Warwick High School Counseling Department
2018-2019 Procedure for Requesting Transcripts

Requesting Transcripts	Complete a Transcript Release Form (reverse side) and submit to the Warwick Counseling Office Reception Desk. Allow at least 10 school days for processing any request made with this form.
Deadline	Please list deadline accurately and be sure to allow for the 10 day processing.
Admission Type (ED,EA,RD or Rolling)	Early Decision, Early Action, Regular Decision or Rolling Admission. Please be sure to list appropriately.
Online School Specific	If you apply electronically, a WHS Transcript Release Form must still be completed.
Common Application	If you apply electronically, a WHS Transcript Release Form must still be completed. If a counselor written evaluation is required by your college, please be sure to complete the "Brag Sheet" in Naviance.
Mid-Year Report	Many schools require a mid-year transcript and first semester report cards. A separate request (Transcript Request Form) must be made for all such requests. WHS will only send mid-year reports with your written request via this form.
Teacher/Community Letters of Recommendation	Please only list recommendations that you want sent to each school.
SAT/ACT Scores	You must contact the testing companies directly to have SAT and/or ACT scores sent to schools. Warwick does not post scores on the official transcript.
Requesting Unofficial Transcripts, GPA and Rank	Complete a transcript release form indicating "unofficial".
Final Transcript	Students must complete a Transcript Request Form to have their " final " high school transcript sent to the college/university they have decided to attend. WHS does not send final transcripts without this form.