Counselor Secondary School Report/Letter of Recommendation Request Form
Transcript Request Form

Student Name: _____

Today's Date: _____

Counselor Preference: _____
(Ms. McClellan, Ms. Melarkey, Ms. Moskat or No Preference)

Important Things to Remember

- Turn request in to the Counseling Center.
- Requests must be turned in at least **TWO WEEKS** before the deadline.
- Make sure you have requested your transcript from Family Connection.
- Make sure you have completed the FERPA waiver in Family Connection.
- For January & February deadlines, please turn in no later than **December 10th**

Colleges I am Applying to (UC's and CSU's DO NOT need a transcript when applying)	Common App School?	Application Deadline	Transcript Only (√)

Send Date/Initial