

# GHS Transcript Request Form

This completed form allows the school counseling office to send your transcripts to the colleges in which you are applying. There is no transcript fee, but you should allow at least 5 school days for it to be sent.

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

I have applied online and added each college below to the "Colleges I Am Applying To" list in my Naviance Family Connection Account. Please send my transcript to the following school(s):

				Date Sent: (for office use)
1. _____	Common App?	Yes	No	_____
2. _____	Common App?	Yes	No	_____
3. _____	Common App?	Yes	No	_____
4. _____	Common App?	Yes	No	_____
5. _____	Common App?	Yes	No	_____

## Common Application

I have used the Common Application to apply to one or more college and have matched my Common App to my Naviance Family Connection Account. → Not sure how to do this? Watch this 2 minute video: <https://vimeo.com/73384070>

## ACT Scores

My college(s) require **official ACT scores** and I have submitted them via [actstudent.org](http://actstudent.org) or when I took the ACT.

My college(s) accept **unofficial ACT scores** - please send my \_\_\_\_\_ ACT score to the following school(s):  
(date)

\_\_\_\_\_

## Letters of Recommendation

**Note:** Most colleges DO NOT require letters of recommendation as part of their application process.

I have personally asked one or more teacher to complete a letter of recommendation on my behalf.

I have invited the following teacher(s) to complete a letter of recommendation in Naviance (found in the "Colleges I Am

Applying To" tab): \_\_\_\_\_

I have asked someone outside of GHS to complete a letter of recommendation on my behalf and instructed them to send it directly to my college or electronically to Mrs. Rieck ([krieck@grafton.k12.wi.us](mailto:krieck@grafton.k12.wi.us))

If I used the Common Application, I have notified each teacher that they will also need to complete a Common App evaluation form on my behalf through Naviance.

Please see your school counselor or Mrs. Rieck with any questions.