COLLEGE TRANSCRIPT REQUEST FORM

Transcript requests must be given two weeks/**10 school days** prior to an application deadline. The first transcript is free and each additional transcript request costs $3.00, cash or check payable to Trinity High School.

ADDING COLLEGES AND TEACHERS TO NAVIANCE: Be sure to "ADD" your colleges and teacher recommendation requests to "Colleges I'm Applying To" on Naviance prior to turning in this form.

IMPORTANT: If using the Common Application, you MUST add this school to your list of "My Colleges" on the Common Application website prior to turning in this form AND "Match" your Common Application with Naviance.

REMEMBER!!! Transcripts do NOT include ACT/SAT test scores. **YOU are responsible for sending your scores through testing agencies directly.** Go to www.actstudent.org for ACT or www.collegeboard.com for SAT if you have not already had your scores sent to these colleges. Test scores can take up to 2 weeks to be received at the college or university.

Student's Name: ______________________________________ **Date of Birth**: _______________

Year of Graduation: _________________ **Amount of money enclosed**: __________________

Student's Signature: ____________________________________ **Date**: _________________

Name of College: ____

Street, City, State, Zip Code: ____

College Application Deadline: _________________________ **Common Application** (circle): YES NO

Check All That Apply: ○ Official ○ Unofficial

○ Mail to address above ○ Submit via Naviance ○ To be picked up

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REGISTRAR Date received ___________ Mailed or submitted: ____________ First/Additional

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Street, City, State, Zip Code: ____

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