



TRANSCRIPT REQUEST FORM

NAME PRINTED _____

Please submit by November 15 or at least 12 class days BEFORE the application deadline (for Nov. 1 Early Action or Early Decision, that means Oct. 15!).

1. You must have an RCDS Secondary School Report form with your signature in your College Office folder for any school that does not use the Common Application. Put your name on the individual application forms from those colleges, list your senior courses if required and fill in any of the rest of the information on the top of the form. Sign any confidentiality waiver. Repeat this for the Mid-Year Report. All this goes to the College Office for mailing.
2. Fill out the transcript request noting **which test scores** to report below, in accordance with which scores (if any) each college requires plus any other scores you'd like to send. The scores are for back-up; **if the college requires scores from the testing agency, you must request (and pay) the agency to send them.** Double check your deadlines and fill in dates for each request.

Submit this form to the College Office and please follow these instructions so we can get everything accurately assembled and mailed on time. If you need additional forms, just repeat the procedure on those forms.

On the transcript to THIS COLLEGE	Print ACT Score Yes/No - Date of test	Print SAT scores Yes/No	Print SAT subject scores Yes/No	Print TOEFL score(s) (which one/ones)	College Deadline Date	Application Type RD, ROLL, ED, EA*

Signature: _____ **Date:** _____