

SHS TRANSCRIPT REQUEST FORM 2024-2025

Prior to Submitting this form, please complete the following steps:

- Sign the FERPA Waiver found on the Common Application AND **match** your Naviance and Common Application accounts
- Officially submit your SAT and/or ACT scores to your colleges **(if required!)**
- Testing procedures have changed at many colleges. Please be thorough, complete and careful in your research to understand what each college is expecting of you in the application process
- Add all schools you are applying to through Common App to your "Colleges" tab on Common App

Application Deadline	Application & Transcript Request Forms Due Date
OCTOBER 15	SEPTEMBER 23
NOVEMBER 1	OCTOBER 2
NOVEMBER 15	OCTOBER 23
DECEMBER 1	NOVEMBER 4
DECEMBER 15	NOVEMBER 18
JANUARY 1	DECEMBER 2
JANUARY 15	DECEMBER 16

***This form must be submitted to your counselor in person during your scheduled appointment. This form will not be accepted via email.**

Your Name:

Your Counselor:

Today's Date:

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Name, City & State of College:

Deadline:

Application Option:

Application Type:

Ex.: SUNY Cortland, Cortland, NY	11/15	Early Action	Common App
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

Student Signature _____