

D.H. PLATT HIGH SCHOOL
SCHOOL COUNSELING OFFICE
TRANSCRIPT REQUEST FORM for all applications

IMPORTANT NOTE:

Students should hand this request to their school counselor at LEAST
TWO WEEKS PRIOR to the application deadline.

Student Name: _____ Date: _____

Please complete the following in order to process your request(s):

Name of University/College: _____

Address of the Undergraduate Admissions Office
(if not using the Common Application)

What is the OFFICIAL application Deadline? _____
(Be sure to submit this to your school counselor two weeks prior to the deadline.)

Did you use the Common Application? Yes No
(Common Application transcripts will be sent electronically.)

Do you need your SAT and/or ACT scores sent with your transcript?
Yes No

Please be sure to include all materials requested by colleges when you apply.
These include (but are not limited to) essays, letters of recommendation, payment
(credit card, check, fee waiver), supplemental materials, etc.

Students are responsible for meeting all application deadlines.
Students are also responsible for managing teacher/counselor recommendations.

For office use only:

Transcript sent on _____ (date)

Waiver _____ Check _____

Application _____

Essay/s _____ Resume _____

Letter/s of Recommendation _____

Health _____

Scholarship _____

Please return your request to your
school counselor or guidance secretary.