



SENIORS COMPLETING A TRANSCRIPT REQUEST  
FORM TO SEND SUPPORTING DOCUMENTS TO  
YOUR RESPECTIVE COLLEGES:

Upon completion of your Transcript Request Form, either print it and hand it in to the Guidance office (your counselor or guidance secretary) or save the document and email it to your school counselor.

## MONROE-WOODBURY HIGH SCHOOL OFFICIAL TRANSCRIPT REQUEST FORM

- INSTRUCTIONS TO STUDENT:**
- This form is to be completed *in addition* to your online submissions via Naviance
  - Requests will be processed in order of the indicated deadline.
  - Request official transcripts for **up to five (5)** colleges on each transcript request form.

I. Colleges where you are applying:	College DEADLINE:	Application Type: (Check one)			Application Method: (Check one)			
		Early Action	Early Decision	Regular	Common App.	SUNY Common	Individual College - OL	*Paper
(1) _____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
**Recommendation letter(s) to send: _____								
(2) _____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
**Recommendation letter(s) to send: _____								
(3) _____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
**Recommendation letter(s) to send: _____								
(4) _____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
**Recommendation letter(s) to send: _____								
(5) _____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
**Recommendation letter(s) to send: _____								

\*Students **must** request letters in person, then invite recommenders via Naviance **at least 2 WEEKS** before deadlines.  
 \*Please see back page regarding additional instructions for paper applications.

- II. Student Checklist:**
- \_\_\_\_ I completed my Senior Profile.                      \_\_\_\_ I completed the CommonApp FERPA & linked it to Naviance.  
 \_\_\_\_ I invited teacher/counselor letters in Naviance.      \_\_\_\_ I added these schools to my Naviance "Colleges I'm Applying To" list.
- III.** I want my resume sent to all schools:  Yes     No
- IV. Students must send official SAT/ACT scores directly to colleges via the appropriate testing agency.**
- v.** By **signing** below, student and parent give permission to send transcripts as instructed and waive rights to access college application materials.

**Student:** \_\_\_\_\_ **Parent:** \_\_\_\_\_  
**NOTE:** By typing their names on the lines above in lieu of signatures, students and parent/guardians indicate their permission and waive rights.

<b>MW DEADLINES:</b>	October 15 <sup>th</sup> : November 2 <sup>nd</sup> : November 16 <sup>th</sup> :	Deadline for ALL transcript requests for Early Action & Early Decision Applications Deadline for all transcript requests due December 1 <sup>st</sup> Deadline for all transcript requests due January 1 <sup>st</sup>
<b>ALLOW 10 SCHOOL DAYS FOR PROCESSING TRANSCRIPTS AT ALL OTHER TIMES.</b>		

*Additional Notes:* \_\_\_\_\_

OFFICE USE ONLY:			
Recommenders:	Initial Transcript Date:	Mid-Year Transcript Date:	Final Transcript Date:
_____ <input type="checkbox"/> TE <input type="checkbox"/> L	_____ Submitted	_____ Submitted	_____ Submitted
_____ <input type="checkbox"/> TE <input type="checkbox"/> L	_____ Mailed	_____ Mailed	_____ Mailed
_____ <input type="checkbox"/> TE <input type="checkbox"/> L	_____ Hand Deliver	_____ Hand Deliver	_____ Hand Deliver
_____ <input type="checkbox"/> TE <input type="checkbox"/> L	_____ Fax/Email	_____ Fax/Email	_____ Fax/Email

INSTRUCTIONS FOR PAPER APPLICATIONS:

If your school DOES NOT accept electronic submission of transcripts, letters of recommendation and school reports, you must:

- Provide one 9x12 envelope addressed to each school (see below).
- Supply 4 stamps *paper clipped* to each envelope. DO NOT affix the stamps to the envelope.
- Indicate the mailing details below for each school.

Monroe-Woodbury High School  
155 Dunderberg Road  
Central Valley, NY 10917

Director of Undergraduate Admissions  
Name of College/University  
Name of Building  
Street Address  
City, State Zip Code

Make sure the address is correct, neat and legible. Errors/illegible addresses will delay your transcript. Please be sure to position the address as illustrated – in the center.

College Name: \_\_\_\_\_  
College Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

College Name: \_\_\_\_\_  
College Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

College Name: \_\_\_\_\_  
College Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

College Name: \_\_\_\_\_  
College Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

College Name: \_\_\_\_\_  
College Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Additional Notes for Counselor: \_\_\_\_\_