

Notre Dame de Sion

SUPPLEMENTARY TRANSCRIPT REQUEST FORM 2016-17

This form must be completed to request a transcript for one of the following purposes:

- OUTSIDE SCHOLARSHIPS
- COLLEGE HONORS PROGRAMS, SUMMER PROGRAMS, INTERNSHIPS, etc.
- an *unofficial* PERSONAL COPY (for yourself, collegiate coach, etc.)
- or for any purpose other than college admissions applications (all college admissions transcript requests are made electronically through Naviance)

STUDENT'S NAME: _____ DATE SUBMITTED: _____

DATE NEEDED/DUE DATE: _____

A minimum of 3-4 weeks advanced notice is expected.

TYPE OF TRANSCRIPT (check one):

_____ OFFICIAL Transcript* (in a sealed & signed envelope)

_____ UNOFFICIAL Transcript*

* *Test Scores needed? (ask Ms. Stein or Mrs. Henning)*

REASON FOR REQUEST (check one):

_____ Scholarship Application

_____ Summer Program

_____ College Honors Program Application

_____ Personal Copy
(*unofficial*)

_____ Other (please explain): _____

DELIVERY METHOD:

Mailing address, email address or fax number for delivery (include name of contact, if known):

RECOMMENDATIONS:

Does this request also require a **college counselor** recommendation?

YES

NO

If yes, is a specific evaluation form required/attached?

YES

NO

Does this request also require a **teacher** recommendation?

YES

NO

If yes, please complete a "Teacher Recommendation Request" form and submit it to your recommender 4 weeks before your due date. Please also provide an addressed & stamped envelope.

STUDENT SIGNATURE: _____

Return this form to Ms. Stein or Mrs. Henning 4 weeks before your deadline.