

# Rush-Henrietta Senior High School Request for High School Transcript

**\*\*PLEASE ALLOW 10 SCHOOL DAYS FOR PROCESSING\*\***

All January 1st deadlines must be submitted by December 1st.

Email this form to: [tottman@rhnet.org](mailto:tottman@rhnet.org)

Name: \_\_\_\_\_ Counselor: \_\_\_\_\_

COLLEGE \_\_\_\_\_ OR

SCHOLARSHIP \_\_\_\_\_

### **For ALL College/Scholarship Applications:**

If you are using the Common App, you **MUST** connect your Common App account to Naviance account. (see Naviance step by step directions or video in Google Classroom).

**Deadline:** \_\_\_\_\_

- I've added this college to "Colleges I'm applying to" in Naviance Student.
- Yes, I do waive my rights to access my letters of recommendation, and I understand that I will never see any recommendation submitted by me/my behalf.

**REGULAR Adm.**

**ROLLING Adm.**

**EARLY ACTION**

**EARLY DECISION**

### **If applying EARLY DECISION:**

- RH "Early Decision Agreement" must be attached. (see your counselor or Mrs. Ottman)
- An electronic Common App ED Agreement must be signed by parent/guardian, student and submitted.

### **Electronic Application or Paper (check one)**

-  Common App      SUNY      College specific      Coalition Application
-  Paper Application (school materials need to be sent by mail) \*Attach any extra required forms

### **I am requesting a counselor letter of recommendation**

I have asked my counselor in person or by e-mail to provide me with a letter of recommendation, and I have completed the *Senior Interview Survey* in Naviance. (initial here) \_\_\_\_\_

**Additional information for sending documents (if needed):**  Return to student     R-H scholarship

- Fax or email \_\_\_\_\_
- Mail \_\_\_\_\_

### **By Signing Below:**

I give permission for my counselor to verify my academic average, complete all required parts of the application and send to the above college/scholarship/organization (**check all that apply**):

- Transcript**, GPA, Decile Placement     **Test Scores** (includes ALL SAT, ACT)     **AP Scores**

TEST SCORES ARE NOT OFFICIAL. If your college requires "Official Scores", you **MUST** request and pay to have them sent directly from the testing agency. This can be done online: [www.collegeboard.org](http://www.collegeboard.org) (SAT/AP) or [www.Actstudent.org](http://www.Actstudent.org) (ACT)

AP Scores must also be self-reported on application or sent directly from the Collegeboard using [www.collegeboard.org](http://www.collegeboard.org)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature (if under 18)

\_\_\_\_\_  
Date




*A typed signature will be considered official.*

### **FOR OFFICE USE ONLY:**

Date Received \_\_\_\_\_ Date to Counselor \_\_\_\_\_

Date to Tracy/CCC \_\_\_\_\_ Date Emailed/Faxed/Mailed/Submitted \_\_\_\_\_

## APPLICATION PROCEDURES

1. We strongly encourage you to APPLY ONLINE using the COMMON APPLICATION. **Make sure your Naviance Student** information is updated based on **ALL** colleges you are applying to (electronic & paper).
2. If you are applying online using the Common Application  or another electronic application,  forms will be submitted by your counselor through Naviance Student.
3. Make sure your Naviance Student account is linked to your Common Application account. See College Application Procedures or watch the video on the home screen of your Naviance account.
4. If you are applying using a paper application , please submit all necessary materials with this sheet. Materials may include: **A complete application, payment, essay (if required), resume/activity sheets or, forms for counselor's completion.**
5. Complete the front side of this sheet authorizing release of transcript and specify any other information (test scores, letter of recommendation, etc.) to be released/sent to the colleges/scholarship programs. **You will need a green sheet for EACH school or scholarship that you are applying to.**
6. Once you have submitted your application online or completely filled out your paper application, bring this form and any other necessary materials to Mrs. Ottman in the Counseling Center for processing.

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## OTHER IMPORTANT INFORMATION

**PAY ATTENTION TO DEADLINES!** We highly encourage you to have all materials submitted before Thanksgiving break! \*\*We CANNOT guarantee anything submitted after December 1<sup>st</sup> will be processed in time to be sent to colleges before December break.

**MID-YEAR GRADE REPORTS** will be submitted to colleges beginning in February, ONLY PER STUDENT REQUEST. See Mrs. Ottman in the Counseling Office and fill out a (Blue) Request form starting in January.

It is your responsibility to notify the Counseling Center as soon as you receive a decision from any institution. Please let Mrs. Ottman in the Counseling Center know where you will be attending by May 1<sup>st</sup>.

Need help? Just ask! Your counselor will be happy to help you in any way they can!

