

RHSHS Request for School Transcript and/or Recommendation

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

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

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

Best way to reach you (email address/cell phone number) \_\_\_\_\_

**COLLEGE/SCHOLARSHIP Name:** \_\_\_\_\_

*REGULAR Adm.*

*ROLLING Adm.*

*EARLY ACTION*

*EARLY DECISION*

**For ALL College/Scholarship Applications:**

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

I've added this to "Colleges I'm applying to" or "Scholarship applications" in Naviance Family Connection.

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 or on my behalf


**If applying EARLY DECISION:**

\*I have completed and attached the required RH "Early Decision Agreement" (initial here) \_\_\_\_\_



\*Both my parent/guardian and I have signed & submitted the electronic Common App ED Agreement (initial here) \_\_\_\_\_

**I have applied in the following manner (Please check the icon next to the college name in Naviance):**

 Applied electronically through Common App 

 Applied electronically using college specific online application

 Applied using the SUNY online application 

 Paper Application (school materials need to be sent by mail) 

\*If necessary, I have completed, attached or emailed ALL required forms, including those to be completed by counselor & provided the name & address of college/scholarship (initial here) \_\_\_\_\_

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

I have asked my counselor in person to provide me with a letter of recommendation. I have provided him/her with an updated resume and any other additional requested materials (initial here) \_\_\_\_\_

**NCAA TRANSCRIPT REQUEST**

I have requested a transcript electronically through NCAA & registered with Parchment Credentials (initial here) \_\_\_\_\_

**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     Test Scores\* (includes ALL SAT, ACT)     AP Scores (Unofficial)

**\*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) [www.actstudent.org](http://www.actstudent.org) (ACT)*

Mid-year Grade Reports/Report Cards will be submitted to colleges beginning in February, ONLY PER STUDENT REQUEST. See Mrs. Leatzaw in the Counseling Office and fill out a (Blue) Request form starting in January.

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

**FOR OFFICE USE ONLY:**

Date Received \_\_\_\_\_

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




Counselor initial and date completed \_\_\_\_\_

Date Returned \_\_\_\_\_

Date to Carolyn \_\_\_\_\_ Entered \_\_\_\_\_

Date Mailed/Submitted \_\_\_\_\_

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Application Procedures

1. We strongly encourage you to APPLY ONLINE using the COMMON APPLICATION. Make sure your Naviance Family Connection information is updated based on ALL colleges you are applying to.
2. If you are applying online using the Common Application  or another electronic application  forms will be submitted by your counselor through Naviance Family Connection.
3. Make sure your Naviance Family Connection account is linked to your Common Application Account:
  - See the college application instruction sheet for more specifics, or watch the video posted on the Naviance Family Connection home page.
4. If you are applying using a paper application , please submit all necessary materials with this sheet. Materials may include:
  - Completed application
  - Check or money order
  - Counselor recommendation forms
  - Updated resume
  - Essays (if required)\*Rush-Henrietta will pay for postage.
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. Leatzaw in the Counseling Center for processing.

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OTHER IMPORTANT INFORMATION

- If your college requires letters of recommendation, please obtain the PINK “College/Scholarship Recommendation Request Form” in the Counseling Center for procedures and information to give your teachers
- **PAY ATTENTION TO DEADLINES!** We highly encourage you to have all materials submitted BY THANKSGIVING! **\*\*We CANNOT guarantee anything submitted after Thanksgiving break will be processed in time to be sent to colleges before December break.**
- Mid-year grades (7<sup>th</sup> Semester Report) are sent to the college only upon the request of the student. This is NOT done automatically. If you need these sent, please see Mrs. Leatzaw.
- It is your obligation to notify the Counseling Center as soon as you receive a decision from any institution or scholarship program.
- Please let 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!

