

# Thomas Jefferson High School – Counseling Office

## TRANSCRIPT REQUEST FORM

**Please note:**

1. **Your Naviance account MUST be updated BEFORE requesting a transcript.**
2. *A minimum of 5 school days is required to guarantee processing of this request.*
3. *Students must submit their application BEFORE requesting a transcript.*

Name:	Date:
Name of College/University/Scholarship:	
Is this a branch campus? <input type="checkbox"/> Y <input type="checkbox"/> N      If so, which one?	
Mailing Address for Application Materials (if not electronic submission):	
<b>I have applied via:</b> <input type="checkbox"/> Common App <input type="checkbox"/> Coalition App <input type="checkbox"/> the school's website	<b>Type of Application:</b> <input type="checkbox"/> Early Decision ( <b>BINDING*</b> ) <input type="checkbox"/> Early Action <input type="checkbox"/> Regular/Rolling
Deadline for submission:	
Counselor Form/Recommendation Letters Requested?	
<b><u>Did you update your Naviance account?</u></b> <span style="float: right;"><input type="checkbox"/> Yes      <input type="checkbox"/> No</span>	
<b>Please Send:</b> <input type="checkbox"/> Official Transcript <b>with</b> SAT/ACT scores <input type="checkbox"/> Official Transcript <b>without</b> SAT/ACT scores	

*\*Students may apply to only **one** college under an Early Decision plan*

**Office Use Only**

Counselor Signature \_\_\_\_\_ Date \_\_\_\_\_

Transcript sent via:    Mail \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_ Naviance \_\_\_\_\_ SENDEdu \_\_\_\_\_