

**SOUTH SHORE CHRISTIAN ACADEMY
REQUEST FOR RELEASE OF TRANSCRIPT**

Student _____ Today's Date _____

I am applying (check one): ED ____ EA ____ Regular ____ Rolling ____

College's Deadline Date if applying ED, EA, or Regular ____

My personal deadline for me to get my application completed by ____

1. Please send a transcript of my school record to:

(College/University)

(Street Address)

(City)

(State)

(Zip)

2. Do you need a counselor letter of recommendation sent with your college application?

Yes ____ No ____

- Does the college have its own counselor letter of recommendation form? (If the answer is yes please give it to Mrs. Warner when you fill out the transcript request form).

Yes ____ No ____

3. Please answer yes or no to the questions below:

_____ a. I have had my SAT I/ACT scores forwarded **DIRECTLY** by the College Board/ACT to the above college.

_____ b. I have had my SAT II scores forwarded **DIRECTLY** by the College Board to the above college.

_____ c. I have given the Common Application Secondary School form, if required, to Mrs. Warner.

_____ d. I have had an interview.

_____ e. I have completed and mailed my part of the application form.

- What process did you use to complete your application? _____

_____ f. I have given the required application and check to mail as a package to Mrs. Warner, If directed by the college. Please see below the dotted line on what to include in the package.

_____ g. I have requested teacher recommendations from _____
I have given each teacher a stamped, correctly addressed business size envelope, a resume, and a college teacher recommendation form, if required).

_____ h. I have submitted a mid-year report form, if required, to Mrs. Warner.

_____ i. I have given a final transcript request form, if required, to Mrs. Warner.

**** CONTINUE IF INCLUDING APPLICATION WITH THE TRANSCRIPT ****

_____ Completed Application (be sure it is signed and dated)

_____ Check (with your name and social security number)

_____ Essay/s

_____ Recommendations (from teachers, if including)

_____ Other _____

Parent Signature

Student Signature

