

DHHS Request for Transcript (Blue Form)

Almost ready to submit your college application? Review this checklist to make sure you have completed all of the necessary steps. **THESE MUST BE DONE IN ORDER FOR AN APPLICATION TO BE COMPLETE:**

_____ I have completed my Common Application "FERPA Release Authorization" and have matched my Common Application with Naviance.

_____ I have added colleges to my Common Application.

_____ I have added colleges that do not accept Common Application to my Naviance account

_____ I have requested my teacher recommendations on Naviance

_____ I have sent an official report of my SAT/ACT scores (if required by the college) directly from the College Board (for SAT) or ACT website.

Student Name: _____ **School Counselor:** _____

College/University: _____

City/State: _____ **Application Deadline:** _____

Early Action _____ **Early Decision** _____ **Regular Decision** _____ **Rolling** _____

Parent/Guardian Signature (if student is under 18 only) _____
(I give my permission to DHHS to send transcripts and supporting materials, including first trimester grade report to the college/university listed above.)

There is a one-time fee of \$10 for the submission of transcripts/recommendations to colleges/universities/scholarships. Please log into your Infinite Campus "fees" account before you submit your first blue form.

DEADLINES for BLUE FORMS/APPLICATIONS:

Return this blue form, one for each school you are applying to, to the DHHS School Counseling office. Please adhere to the dates below to be sure your applications materials are sent on time.

College Deadline:

Oct 15th
Nov 1st
Nov 15th
Dec 1st
Dec 15th
Jan 1st

Due to School Counseling Secretary

by 9/23
by 10/7
by 10/20
by 11/11
by 11/18
by 12/9

For Office Use: Date Received _____

Date Sent: _____