

WANTAGH HIGH SCHOOL TRANSCRIPT REQUEST FORM

Student Name: _____ **Counselor:** _____

Last First

Student Cell #: _____

Naviance Username: _____ **Password:** _____

Common Application Online: User Name _____ Password _____

Name of College/University & Location	List Common App (CA), CUNY or Other	ED, EA, or Regular Decision	Date Submitted Online	Application Due Date	Major Listed on Your Application	Teacher Letter of Recommendation in Order of Preference
						1.
						2.
						1.
						2.
						1.
						2.
						1.
						2.
						1.
						2.

- It is your responsibility to report your SAT or ACT scores to your colleges.
- Allow 10 days for processing.

**Your signature verifies that you have read and understand the rules, and grants permission for the Guidance Office to send your records to the colleges listed above.*

Student's Signature _____ **Date** _____

Parent's Signature _____ **Date** _____

PLEASE DO NOT WRITE BELOW THIS LINE – FOR OFFICE USE ONLY

Date Received: _____

Date Sent: _____

Comments: _____

Wantagh High School Guidelines for Submitting College Applications 2023 - 2024

- SAT and/or ACT scores must be sent directly from the testing agency (www.collegeboard.org for the SAT and www.actstudent.org for the ACT). It may take 4-6 weeks for the scores to arrive at each college or university. You can send your scores before you submit your application.

- You must fill out this Transcript Request Form, complete with your signature and a parent or guardian's signature and give to your counselor **TEN SCHOOL DAYS BEFORE THE DEADLINE** so we can serve all seniors applying to college in a timely manner. This means that a November 1st college deadline is actually an October 18th high school guidance office deadline as we need **TEN SCHOOL DAYS** notice to submit required documentation on time.

- We only submit application materials to schools you list on the Transcript Request Form.

- It is your responsibility to check your email regularly as colleges/universities will be communicating with you regarding application status.

- Please be patient. It may take several weeks for the college to indicate that your application materials have been received.