

# 2015-2016 Transcript Request Form for Seniors

To ensure meeting application deadlines, this form **MUST** be submitted to Mrs. Whittingham 10 school days prior to the application deadline.

Mrs. Whittingham and Mrs. Drury will mail or submit online your transcript, BHS high school profile, teacher recommendation(s) (if provided to us), secondary school report, and counselor letter as needed. It is the student's responsibility to mail or submit online application materials, fees, essays, official SAT/ACT score reports, and resumes. We will, however, mail completed application materials that are submitted to us at least 10 school days prior to the application deadline.

Today's Date: \_\_\_\_\_ Application Deadline: \_\_\_\_\_

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

College/University Name: \_\_\_\_\_

Additional Information: \_\_\_\_\_

Please indicate which teacher recommendations you would like sent to this college/university. Please rank them in order of preference in case the college/university does not accept them all.

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_



### FOR OFFICE USE ONLY

Profile

Transcript

Recommendation Letters

Date transcript mailed/submitted online: \_\_\_\_\_ Sender initials: \_\_\_\_\_

CC: Kelly Drury