

**PADUA FRANCISCAN HIGH SCHOOL
TRANSCRIPT REQUEST FORM**

This form is to be submitted for each individual application/college.

Date Submitted to Counselor: _____

Counselor Name: Mrs. Byrnes Mrs. Kalish Mr. Shuman Mrs. Holly-Brown
 Ms. Blum Mrs. Wroblewski

Student Name: _____

Circle Application Type (circle one): College – Early Decision College - Early Action Scholarship
 College – Regular Decision CCP Summer Program

Application Deadline: _____

*Note: Counselors require a minimum of TEN school days prior to the stated college deadline to process your request!
(Example: if college deadline is November 1, transcript request is due to counselor 10 school days **before** Nov. 1)*

College/University Applying to **OR** Name and Address of Scholarship/Program:

Check all of the boxes that apply to this request:

- ☐ I have completed the Senior Questionnaire in Scoir.
- ☐ I have moved this college to my "Applying" list in Scoir.
- ☐ I have applied to this school on _____ (Date)
 ☐ Common Application
 ☐ College's online application
- ☐ I have sent my Test Scores (ACT/SAT) to this college/university.
- ☐ I am not sending my test scores (ACT/SAT) to this college/university.

Check appropriate boxes below for materials you wish to be submitted to the college/university for this specific request. *(Please Note: any additional materials or letters must accompany this request unless already on file with your counselor)*

- ☐ Teacher Recommendation or Letter, as required by college or scholarship

Teacher/Other _____

Teacher/Other _____

- ☐ Other unique or application specific forms, if applicable _____

Signature: _____

Student's signature constitutes permission to release transcript and related documents to the above listed college or scholarship provider.

**FAILURE TO FULLY COMPLETE THIS FORM MAY DELAY THE TRANSMISSION OF YOUR
APPLICATION MATERIALS.**