



Horseheads High School
Counseling Office

SENIOR TRANSCRIPT REQUEST

For Office Use Only	
Date Rcvd:	_____
Transcript/SR:	_____
LOR:	_____
Mid Year :	_____
Final:	_____

IMPORTANT: Transcript and letter of recommendation requests must be made **TEN** (10) working days prior to deadline.

Student Name: _____ Cell # _____ Counselor: _____

STEP 1

Check off which APPLICATION you used (ONLY ONE TYPE PER FORM)

_____ **Common Application** (you MUST invite your counselor)

_____ **SUNY.Edu Application** (you DO NOT need to invite your counselor)

_____ **School Specific Online Application** : Counselor will receive an email invitation to submit transcript
 College & email address for transcript submission:

_____ **Email directly to a Coach or athletic program:** _____

STEP 2

DUE DATE: _____ **If you are applying to more than one college, indicate the first (earliest) deadline that the college has set to receive material. This is not a date you arbitrarily pick.*

- ◆ If you are applying EARLY DECISION to any of these colleges on this application, check here
- ◆ If you have applied for a FEE WAIVER, check here

STEP 3

COUNSELOR RECOMMENDATION: **Most colleges will request one or more letters of recommendations. Unless the college specifically requests that the letter comes from your School Counselor, it is to your benefit to ask a teacher to write a letter on your behalf. Your Student Record Sheet must be submitted if you are requesting a recommendation from your counselor*

- ◆ **READ THE STATEMENT ABOVE-**
If you **MUST** submit a recommendation from your School Counselor, check here

STEP 4

I give permission for my transcript and other supporting documents to be sent directly to the above college(s). I waive my right to access all letters of recommendation used for educational and employment purposes.

Student Signature Date

***Time Savers and Frequently Asked Questions (SAT/ACT scores, mid year reports, ACE/CCC transcripts and additional documentation ON BACK



Time Savers & Frequently Asked Questions

- ◆ **SAT/ACT Scores:** Horseheads High School places SAT & ACT scores on student transcripts if the score is reported to us. HOWEVER, most colleges will require that you submit your scores to them DIRECTLY from the test agency. You can do this through your account on their website.
- ◆ **MID-YEAR Reports:** The Counseling Office will automatically submit a mid-year report to each college. We will also send your FINAL transcript to the college that you indicate you plan to attend on your senior survey in May.
- ◆ **ACE Courses/CCC Transcript:** If you have taken ACE courses at HHS, you will need to send your Corning Community College transcript DIRECTLY to the college that you choose to attend. You can do this through your MyCCC account online.
- ◆ **IEP/504 Plans:** Any additional documentation, including but not limited to 504 Accommodations Plan, IEP, Special Education Records standardized testing and psychological reports must be requested separately. Please see your counselor for those requests