

LYMAN HALL HIGH SCHOOL
SENIOR TRANSCRIPT REQUEST FORM
For College and/or Scholarships

For Office Use:

Date Received: _____
Date Processed: _____

- Have you added this college and requested this transcript on Naviance?
- Common Application* - have you added this college on your common application?
- Regular Decision * Early Action * Early Decision *

Application Deadline: _____ Today's Date: _____

Student Name: _____

Counselor Name: _____

College Name: _____

Scholarship Name: _____

Scholarship Address: _____

PLEASE READ APPLICATION DIRECTIONS CAREFULLY!!!

We request a minimum of 10 school days to process your transcript and recommendation letter if requested.

☑ Check the Following

_____ Return this Transcript Request Form (pink) to Mrs. Hoag, the School Counseling Secretary.

_____ I have applied to the College listed on this form.

_____ I am requesting from my Counselor a Letter of Recommendation.
YOUR RESUME MUST BE ON NAVIANCE TO RECEIVE A LETTER FROM YOUR COUNSELOR.

_____ I qualify for Free & Reduced Lunch.
Student must submit a copy of letter to your Counselor.

_____ If requesting a transcript for a scholarship, have you added it to your Naviance Account?

- *Your 1st Marking Period Grades & Midyear Grades will be sent automatically to colleges.*