

## Seton School Transcript Request Form

Complete this form each time you want a transcript. Please read the form carefully. Fill in the information requested and check all that applies. Return this form to the front office along with any enclosures in a large envelope with Mrs. Parriott's name on it and identifying it as college application forms. Incomplete forms will be returned to the student which will delay transcripts and college application information from being sent out.

1. Name of College: \_\_\_\_\_

2. Address of College: \_\_\_\_\_

\_\_\_\_\_

3. College Deadlines:

\_\_\_\_\_ I am applying early decision. The deadline is \_\_\_\_\_.

\_\_\_\_\_ I am applying early action. The deadline is \_\_\_\_\_.

\_\_\_\_\_ I am applying regular decision. The deadline is \_\_\_\_\_.

\_\_\_\_\_ I am applying rolling admission. The deadline is \_\_\_\_\_.

4. Method of Applying:

\_\_\_\_\_ I have applied online.

\_\_\_\_\_ I have applied using a paper application.

\_\_\_\_\_ I have applied online using the Common Application.

\_\_\_\_\_ I have applied using the paper form of the Common Application.

5. \_\_\_\_\_ Please send my transcript. I paid the fee to the Seton Main Office.

6. School Report Form:

\_\_\_\_\_ Please complete and send the Secondary School Report (which I have enclosed) to the above college.

\_\_\_\_\_ I have enclosed my Student Profile.

**If applying using the Common Application, check one of the following:**

\_\_\_\_\_ I have applied online and have given Mrs. Parriott's online information to the Common Application folks.

\_\_\_\_\_ I have applied online but have not supplied Mrs. Parriott's online information. Enclosed is the paper copy of the Common Application Secondary School Report.

7. Profile:

\_\_\_\_\_ Please send a copy of my profile to the above college. My profile is enclosed.

\_\_\_\_\_ I do not want my profile sent to the college.

8. Letters of Recommendation:

\_\_\_\_\_ Please send in my letters of recommendation with my transcript and Secondary School Report. I have asked the following teachers to turn in letters of recommendation to Mrs. Parriott by the following date:

\_\_\_\_\_

Teacher's Name \_\_\_\_\_

Teacher's Name \_\_\_\_\_

\_\_\_\_\_ I do not need letters of recommendation or the letters are being sent directly to the college by the writer.

\_\_\_\_\_ I remembered to send Thank You Notes to those writing my letters of recommendation.

9. Additional Instructions that are needed for my transcript: