



## MYSTIC VALLEY REGIONAL CHARTER SCHOOL

### COLLEGE APPLICATION PROCESSING/TRANSCRIPT REQUEST FORM

You must submit a separate form for **EACH** college to which you are applying

**Early Applicants must** submit a request no later than **October 15, 2010**

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

**College/Scholarship:** \_\_\_\_\_

**Date of Request:** \_\_\_\_\_

*Please indicate the type of application you are submitting and the college's deadline:*

- Early Decision      deadline: \_\_\_\_\_  
 Early Action      deadline: \_\_\_\_\_  
 Regular Decision      deadline: \_\_\_\_\_

Check all that apply:

- I will submit/have submitted my application online  
 I will submit/ have submitted using *CommonApp*      Date of submission: \_\_\_\_\_

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I, the student, will:

- Pick up the items checked below from the College Counseling office.  
 Ask the College Counseling office to mail the items checked below. I've included an envelope addressed with proper postage (non-*CommonApp* ONLY).

Check the items you'd like the College Counseling office to complete:

- Official High School Transcript  
 Unofficial High School Transcript  
 Secondary School Report/Counselor Report *you must provide this form for all non-CommonApp schools*  
 Counselor Letter of Recommendation *\*\*a self assessment **must** be completed in order to request a recommendation letter. Select ONLY when required as part of the application*

Mailing Instructions (non-*CommonApp* only): Indicate to whom and where your transcript must be sent  
Name: \_\_\_\_\_ Address: \_\_\_\_\_

\_\_\_\_\_  
(Student signature & date)

\_\_\_\_\_  
(Counselor initials & date completed for mailing or pickup)