



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
Forms are due **two weeks** before the college's deadline!

Student Name: _____

College Name: _____

Date of Request: _____

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

- | | | | |
|---|-----------------|---|-----------------|
| <input type="checkbox"/> Regular Decision | deadline: _____ | <input type="checkbox"/> Rolling | deadline: _____ |
| <input type="checkbox"/> Early Action | deadline: _____ | <input type="checkbox"/> Early Decision | deadline: _____ |

Check all that apply:

- I will submit/have submitted my application online
 I will submit/ have submitted using *CommonApp*
-

I, the student, will:

- Ask College Counseling to submit these items electronically (default choice for Common App)

OR

- Ask College Counseling 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 (Required for Common App)
- Unofficial High School Transcript
- Secondary School Report/Counselor Report (Required for Common App) *you must provide this form for all non-CommonApp schools*
- Counselor Letter of Recommendation (Required for Common App) ***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)