
















NUTLEY HIGH SCHOOL TRANSCRIPT REQUEST

Student Name _____

Counselor Signature _____




Student Signature _____

Date _____

Clearly print the complete name of the college/university/outside scholarships	Early Decision	Early Action	Regular Decision	Rolling Admission	Application Deadline	Mid-Year Required?	I will be applying via: (circle one)
						Y N	  
						Y N	  
						Y N	  
						Y N	  
						Y N	  

***Please allow at least 10 school days for processing all documents.**

For Example, a Deadline of :	You must submit your Transcript Request Form by:
NOVEMBER 1	OCTOBER 18
NOVEMBER 15	NOVEMBER 1
DECEMBER 1	NOVEMBER 18
DECEMBER 15	DECEMBER 2
JANUARY 1	DECEMBER 13
JANUARY 15	JANUARY 2

Key	
	Individual Online
	Common App
	Paper

Steps for Processing Application Materials:
1. Have 2 teachers UPLOAD the letters of recommendation to Naviance.
2. Add college to 'Colleges I'm Applying To' list in Naviance.
3. Submit your application.
4. Send your official SAT and/or ACT scores to each college through College Board or ACT website.
5. Hand this form directly to your school counselor 10 School days prior to the deadline, see chart.
6. After the transcript is submitted, revisit teachers to ensure they SEND letters of recommendation to desired colleges.