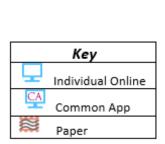
NUTLEY HIGH SCHOOL TRANSCRIPT REQUEST

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	You must submit your
Deadline of :	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



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.