

# MHS Transcript and Confidential Counselor Recommendation Request Form

(must be turned in at least two weeks prior to application deadline)

Student Name: \_\_\_\_\_ Student Signature and Date: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

\_\_\_\_ Have you entered this information in NAVIANCE? If not, STOP! You must enter information in Naviance before submitting this form.

\_\_\_\_ If you are using the Common Application, have you entered these schools on the Common Application website. (You must do so before we can submit and college supporting documents.

Name of College and State or Name of Scholarship	Common Application School? Yes or No	E-docs (on-line)	SUNY online application? Yes or No	Paper Application?	Need Counselor Recommendation? Yes or No	Application Deadline
Example – Siena College, NY	Yes	Yes	No	No	Yes	11/15/13
1.						
2.						
3.						
4.						
5.						
6						
7						

**It is your responsibility to request SAT and/or ACT scores to be sent directly to the college from the testing service as they are not part of your high school transcript.**