

Bishop Stang High School - Transcript Request Form 2022-2023

For internal processing purposes, the following form must be completed for each college/university to which you are applying. For your FIRST college application submission, you must allow the counseling staff 2 weeks processing, so be aware of your deadlines! This initial two-week window allows the counseling staff to ensure that all of your documents (transcripts, counselor letters and forms, teacher letters, etc.) are completed, uploaded and ready for submission by the college's deadline. For subsequent application submissions, please allow three days prior to the college deadline for processing.

REMEMBER: When creating your CA Account DO NOT list your counselor or teacher's email addresses –NAMES ONLY – Leave email section blank

STUDENT'S NAME: _____

DATE OF BIRTH: _____ School Counselor: _____

NAME OF COLLEGE: _____

Is this a Common App school? ☐ YES ☐ NO Circle One: I am applying: EA ED PRIORITY RD ROLLING
Application Due Date: _____

How did you submit your application? (Check only 1 option)

☐ Common Application. Please provide us with your username (email address) _____

☐ Via Scoir

☐ Coalition Application – Documents will be sent via Scoir

☐ Directly to Institution (College website, Priority App, VIP, etc.)

☐ Snail Mail. Please provide the complete mailing address _____

☐ I have paid the application fee online

☐ I have requested College Board / ACT to send my test scores ☐ Test optional school – I am NOT submitting scores

☐ I have attached the \$3.00 transcript fee

If you are submitting multiple pink sheets, one check for all is fine! (Checks may be made payable to Bishop Stang High School)

Please indicate which teacher recommendations you would like to send **IN ORDER OF PREFERENCE (some colleges allow only one)**

1. _____ 2. _____

I hereby authorize my official transcript to be sent to the above college/university:

STUDENT'S SIGNATURE: _____

PARENT/GUARDIAN SIGNATURE: _____

For office use only:

Date received: _____ Transcript fee paid _____ Date submitted via Scoir: _____ 1st Q Grades _____ Midyear _____

Submitted by: _____ Sent via alternative method: _____ Date _____

Updated: August 2022