

Mailing and handling fee is \$1.00

Paid  Yes  No

Application Deadline: \_\_\_\_\_

# MOUNTAIN VISTA HIGH SCHOOL TRANSCRIPT REQUEST PROCESSING FORM

Requests **MUST** be turned into the Post Grad Center **10 School Days prior to Deadline!**

Last \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_ Year of Graduation \_\_\_\_\_

Student ID# \_\_\_\_\_ Cell # \_\_\_\_\_ Counselor \_\_\_\_\_

Name and Address of College/University, Agency, Institution or employer to which official records are to be sent:

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY / STATE / ZIP CODE \_\_\_\_\_

Request for: Official Transcript \_\_\_\_\_ Unofficial Transcript \_\_\_\_\_ MidYear/ 7<sup>th</sup> Semester Official Transcript \_\_\_\_\_ Other \_\_\_\_\_

For college transcript requests, the following must be completed **BEFORE** submitting this form:

I have applied online \_\_\_\_\_ I have added the school in Naviance under "Colleges I'm Applying To" \_\_\_\_\_

Are you applying on the commonapp.org website? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, you must match your Common App to your Naviance account. Have you done this? \_\_\_\_\_ Yes \_\_\_\_\_ No

**If you require a Teacher and/or Counselor recommendation letter, HAVE THE RECOMMENDER INITIAL NEXT TO THEIR NAME TO SHOW YOU HAVE MADE A REQUEST. Please allow for ADDITIONAL PROCESSING TIME.** Letters should be in Naviance (if the recommendation letter is from outside MVHS it should be attached) **and listed on your transcript request.** Letters will not be sent unless indicated below. It is the **student's responsibility** to ask and follow-up with their teachers and counselor when letters of recommendation are necessary.

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_

Your signature indicates your knowledge and understanding of the information on this form and your permission for release of requested information.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

FOR OFFICE USE ONLY – DO NOT WRITE IN THIS AREA	
Electronically _____ Email _____ Mail _____ Fax _____ _____ Transcript      _____ Counselor Evaluation      _____ SSR _____ NACAC      _____ Teacher/s Evaluation      _____ Mid Year Other _____ Sent By _____ Date _____	<b>Counselor</b> _____ NACAC _____ Common App _____ Recommendation Letter  <div style="text-align: right;"> <b>Date Received      AM      PM</b> </div>

STUDENT / PARENT PICK UP  
( Transcript must remain in sealed envelope to be Official if picked up by a student or guardian. )

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date