



William Floyd High School
Counseling Center



Official Transcript Request
For college and scholarship applications

Student: _____ Phone #: _____ Counselor: _____

ID#: _____ Date: _____

I understand that I must allow at least 5 business days for processing. This form must be completed in full before any transcripts can be sent. Please send a copy of my official transcript to the college/university/ scholarship to which I have applied.

- How did you apply?
- Common Application
 - SUNY.edu
 - Specific College Website
 - Regular Postal Mail
 - Other _____

The deadline for this application is: _____

I am applying: Early Action Early Decision Regular Decision

Send/Submit to:

(Name of School or Scholarship)

(Address) or (Electronic Submission email address)

(City, State, Zip)

******Students are responsible for sending their SAT, ACT, and AP scores officially through the collegeboard.org and actstudent.org websites. Most colleges/universities are requiring these scores to be officially sent from the testing websites.******

Please send: (Please make sure your counselor has the items you are requesting to be sent)

- Transcript
- Fee Waiver (only available if you currently receive free or reduced lunch)
- Extra-Curricular Activity Sheet (if you applied through common app this cannot be sent)
- Letter(s) of Recommendation from _____

- Other _____

Student Signature: _____