

<b>FOR OFFICE USE ONLY</b>
<b>Date Rec'd:</b> _____
<b>Date Sent:</b> _____
<b>Entered in Naviance:</b> _____

**Palmer High School Transcript Request Form**  
**~ Common Application ~**  
**Please fill out a separate form for each transcript request**  
**Print and complete all sections**

\*\* We require **4 WORKING DAYS** to process a request\*\*

\*\*Any transcripts that need to be sent out before Winter Break must be submitted on or before the first Friday in December\*\*

1. \_\_\_\_\_

Last Name	First Name	Grad Year	Date of Birth
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**Student Cell Phone number** (cell preferred): \_\_\_\_\_ **E-mail:** \_\_\_\_\_

2. Name and address of college to which official records are to be sent  
(all official transcripts will be sent electronically via Common Application or mailed directly from Palmer)

\_\_\_\_\_

\_\_\_\_\_

3. Application: \_\_\_\_ Common Application  
I'm applying: \_\_\_\_ Regular Decision \_\_\_\_ Early Action \_\_\_\_ Early Decision (binding)  
Deadline: \_\_\_\_\_

\_\_\_\_ I'm applying with the Common Application and have asked teachers & my counselor for recommendations and to fill out the required forms at [www.commonapp.org](http://www.commonapp.org)

4. Counselor Recommendation is **required** for the Common App.  
I have requested the recommendation from: \_\_\_\_\_ and he/she has agreed to write a recommendation on my behalf.

5. Teacher Recommendation(s) required: \_\_\_\_ yes \_\_\_\_ no  
\_\_\_\_ I have asked the teacher to complete the Common App Teacher Forms in Common App  
\_\_\_\_ I have asked the teacher to upload recommendations from non-Common App colleges in Naviance  
\*Please list all teachers who have agreed to write recommendations for you\*\*

Teacher's Name: \_\_\_\_\_  
Teacher's Name: \_\_\_\_\_

**Note: All ACT/SAT test scores that we have on file are listed on the official transcript. We do not send AP scores. Remember, the NCAA/NAIA, along with many colleges, will not accept test scores on high school transcripts, and may require the student to request them directly from the testing agencies at [www.actstudent.org](http://www.actstudent.org) and/or [www.collegeboard.org](http://www.collegeboard.org)**

\_\_\_\_\_  
Student Signature:

\*It is the STUDENT'S responsibility to verify that all required application materials (application, transcript, fee, test scores, essay, recommendations, etc.) are submitted to the college admissions office by the application deadline.  
\*\*Note: the NCAA requires transcripts sent from each high school attended.