

PRHS TRANSCRIPT REQUEST FORM

****FOR OFFICE USE ONLY****
STUDENT HAS COMPLETED:
 Reviewed Transcript
 Listed School in Naviance
 Naviance CA Waiver

DIRECTIONS: A separate form must be completed for each institution to which you are applying.

We require that students submit their application to each specific institution and enter that institution in their Naviance account BEFORE requesting a transcript.

Date Form Submitted _____ Application Deadline _____

Student Name:

Name of College or Scholarship:

A MINIMUM OF TEN BUSINESS DAYS IS REQUIRED TO GUARANTEE COMPLETION OF THIS PROCESS.

CHECK THE ITEMS THAT ARE TO BE SENT TO AN INSTITUTION BY THE GUIDANCE OFFICE.

I have completed and submitted my application to the above-referenced school or scholarship.

I applied using: Common App ** School Specific Coalition

****If applying by Common App, you must have registered on the Common App website, completed the waiver on Common App, and linked your Naviance account with your Common App.**

Please send the following to this school:

- Official Transcript**
- Secondary Form** (Please check one of the following)
 - Common App School Specific SENDedu
- First Quarter Report Card**
- Midyear Grades** (with attached form? Circle YES or NO)
- Counselor Recommendation** (Please attach brag sheet and/or resume with this form.)
- Early Decision Agreement** (This is **NOT** Early Action; can only be checked for one school)

Student Signature

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Items Loaded:
 Trans MYRC/Trans Q1RC Secondary Form **Initials:** _____ **Date:** _____

Sent:
 Electronic Fax Mailed SENDedu **Initials:** _____ **Date:** _____