

**LODI HIGH SCHOOL
STUDENT TRANSCRIPT REQUEST FORM**

Checklist before submitting "Transcript Request Forms":

- o Add colleges to "My Colleges (Applying)" list on Scoir.
- o Ensure Teacher Letters of Recommendation are requested and uploaded onto Scoir.
- o Complete the "Letter of Recommendation Survey" under the "My Colleges" tab, Personal Bio, Activities & Achievements.
- o Complete and submit the college application (college website or Common App).
- o Submit your SAT/ACT scores through Collegeboard.org/Actstudent.org. (Students are responsible for sending their own scores to the college.)

Please check all below if applicable:

If you have free/reduced lunch, you are eligible for application fee waivers through Collegeboard.org/common app. Please check this box if this applies to you.

Student's Name: _____ Date: _____ Counselor: _____

Please indicate how you applied (Circle one)- Common App, College Website Application, Paper Application

Most transcripts will be sent electronically. However, some colleges still want to receive paper copies. In that case, please provide the college address where the transcript should be sent. You can find this on the college website.

College Name: _____

Address: _____

Email address/ contact person's name if you require your transcript to be emailed directly to a college: _____

Common Application ID # (if applicable) _____ Date Application is due: _____
(from your account on www.commonapp.org)

Check the type of application:

Early Decision Binding* Early Action Non-binding Regular Decision Rolling Admission
(*must attend if accepted)

Date you submitted your application: _____

Signature of Student

Signature of Parent (if student is under 18)

GUIDANCE OFFICE USE ONLY (Do not fill out this section)

Date received: _____

Electronic Delivery

_____ eDocs member Date sent: _____

Paper Delivery

_____ Rec/Transcript Date sent: _____