

# Transcript Request (2017-2018)

**HAND THE COMPLETED FORM DIRECTLY TO MRS. DIXON WITH FEE**

Student name: \_\_\_\_\_

Date: \_\_\_\_\_

### Instructions

1. Request teacher letter(s) through Naviance
2. Complete autobiographical questions and resume in Naviance for your advisor
3. Submit this completed Transcript Request form to Mrs. Dixon
4. Complete your request by the dates listed at right or at least 15 school days before your deadline

<b>Application deadline</b>	<b>TIMELINE:</b> Due dates to request transcripts and recommendations are below. You may submit your requests at any time, but <u>there is no guarantee</u> that your materials will arrive on time if you do not follow these deadlines.
<b>Rolling</b>	At least 15 <b>school days</b> before desired submission date
<b>October 15</b>	September 22
<b>November 1</b>	October 1
<b>November 15</b>	October 20
<b>December 1</b>	November 1
<b>December 15</b>	November 21
<b>Dec. 31/Jan. 1</b>	November 29
<b>January 15</b>	December 5
<b>February 1 &amp; later</b>	December 18

**SIGN:** I request RCS to send to the institution named below a copy of my official transcript(s) containing a list of all courses and grades.

\_\_\_\_\_  
Student's signature

- **COLLEGE/UNIVERSITY** \_\_\_\_\_ City, State \_\_\_\_\_
- **DEADLINE** \_\_\_\_\_ Application deadline date
- **TYPE OF APPLICATION**  
 \_\_\_\_\_ School - specific application  
 \_\_\_\_\_ Common Application    \_\_\_\_\_ Common App and Naviance accounts matched?    \_\_\_\_\_ FERPA waiver completed? (Sign in to Naviance. Select "Common App & FERPA" on left sidebar of homepage. Follow directions.)
- **PAY \$4** \_\_\_\_\_ (includes mid-year and final transcripts)
- **Reminder:** YOU must arrange for official ACT/SAT test scores to be sent to colleges. See your Naviance Home Page for more information.
- **TEACHER RECOMMENDATION(S) for this college.** (Also make your request via Naviance. This is for Advising Office information.)  
 Teacher names: 1) \_\_\_\_\_ 2) \_\_\_\_\_  
 (Sign in to Naviance. Click on "teacher rec" on left sidebar of homepage. Follow directions.)
- Are you requesting a letter or form from your advisor? (Yes, if Common App.) If so, provide Advisor's name: \_\_\_\_\_ Have you spoken with your advisor about this college?

Advisor requests: Yes, letter _____ Yes, form _____ No _____
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Any special notes for College Advising Office? \_\_\_\_\_

If you attended high school (grades 9-12) at a school other than Ridgeview Classical Schools, your grades and coursework are not included on your Ridgeview Classical Schools transcript. Please initial one of the following choices:

- \_\_\_\_\_ I will arrange to have my transcript sent from my other high school or home school.
- \_\_\_\_\_ I request that Ridgeview Classical Schools forward a copy of the official transcript received from my other high school or home school.