MLHS Transcript Request Form

Student Name_____Date_____

Counselor Name: _____

Please submit this form to your school counselor at least THREE WEEKS prior to your FIRST college deadline. Forms can be submitted via email or in person.

If My College Deadline Is:	Submit This Form To Your Counselor By:
October 15	September 24
November 1	October 9
November 15	October 23
December 1	November 10
December 15	November 24
January 1-15	December 4

Name of College	Application Deadline	Application Type (Circle one)	Common Application? (Circle One)
1.		ED EA RD	YES NO
2.		ED EA RD	YES NO
3.		ED EA RD	YES NO
4.		ED EA RD	YES NO
5.		ED EA RD	YES NO
6.		ED EA RD	YES NO
7.		ED EA RD	YES NO
8.		ED EA RD	YES NO
9.		ED EA RD	YES NO
10.		ED EA RD	YES NO

Please send your college applications out when you are ready. You do not need to wait for counselor/teacher documents to be submitted.

Student Responsibilities:

Please make sure that the following tasks are completed:

__ Complete the permission to release school records, the FERPA waiver in CA and in Scoir
__ Colleges on this Transcript Request Form **must** match your "Applying" list in Scoir
__ Ensure Counselor Brag Sheet is completed in Scoir