

# Transcript Request Procedure

Once you have identified the colleges you will apply to, you must formally request from your guidance counselor that your transcript packet be submitted to all the schools.

Creating transcript packets is an extremely time-consuming responsibility for the guidance counselors. With approximately 200 students in the graduating class, each applying to an average of six to eight colleges, your counselors need as much notice as possible to write letters of recommendation and prepare transcript packets. Once you have finalized your list of colleges, request your transcripts immediately. The earlier you submit your formal request, the sooner your transcript packet will be submitted.

**In order to guarantee the timely submission of your transcript packet, ALL parts of the transcript request process MUST be completed by the following deadlines:**

## Application Deadline   Request Deadline

November 1	October 15
November 15	October 25
December 1 or 15	November 15
January 1	December 7
January 15	December 20
February 1	January 10

If you do not turn in all your request materials by the above dates, we cannot guarantee that they will be submitted by your application deadline. However, we will still try our best to submit your packets as soon as possible.

But remember, the application deadline is just that; the “application deadline.” As long as your application is submitted or postmarked on time, it is OK if your transcript packet follows at a later date.

*To formally request your transcript packets, you must submit/complete the following six things:*

### **1. [The Transcript Request Form.](#)**

This form lists all the colleges you wish to have your transcript packet sent to. On this form, you must enter the name of each college, its application deadline, if you are applying Early Decision or Early Action, whether or not the college accepts online records, and if you are using the Common Application online. This form gives us your permission to release your school records to the colleges, employers, scholarships, etc. of your choice. It must be signed by both you and your parent or guardian. You may use multiple forms if your number of schools exceeds the spaces allotted.

### **2. List all schools as “colleges I’m thinking about” in your [Naviance Account.](#)**

### **3. [The FERPA Agreement in Naviance.](#)**

In order to submit your transcript to Common Application schools, you must complete the FERPA agreement found in Naviance. To complete this step, log in to Naviance, click the “colleges” tab and then click the link for “colleges I am applying to.” You will be prompted to complete this agreement. You must also enter your Common Application username and password so that Naviance can submit your information

directly to the Common Application. **In order to complete this step, you must have an active Common Application account.**

### **4. [The Senior Brag Sheet.](#)**

This questionnaire is vital in helping your guidance counselor write your letter of recommendation. Fill it out as honestly as you can and try to write as much as possible. This is your opportunity to let us know what you think is important to highlight in your recommendation.

### **5. [The Parent Brag Sheet.](#)**

This questionnaire allows your parents to share their thoughts on your achievements over the last four years. It is also quite helpful for your counselor when crafting your letter of recommendation.

### **6. [Your Student Resume, if available.](#)**

**You do not need to give your counselor any envelopes to send transcripts, but see the next page for information on envelopes for teacher recommendations.**

## Did You Know?

### DON'T PANIC!!!

Almost every student gets at least one of these letters. As long as your application is in on time, colleges allow the remaining documents to follow later.

## Are You Missing Anything?

Once you submit your application, you will likely receive a notice from the college, thanking you for your application and telling you that they are still waiting for documents such as your transcript or letters of recommendation, to make your file complete. **THIS IS A ROUTINE LETTER**, usually sent automatically, so **DON'T PANIC!** If you do receive a letter asking for missing items, check in with your counselor to find out when he or she submitted your transcript packet. Sometimes it takes

up to **THREE WEEKS** after a college receives materials in the mail before your file is updated. Feel free to call the admissions office and let them know when your materials were submitted. But if the college still claims that they don't have your materials a month after they were sent by your counselor, let us know. We'll be happy to contact the admissions office, clear anything up, and resubmit any documents that remain outstanding.

## Envelopes for Teacher Recommendations

While many colleges accept recommendations online and many teachers submit recommendations online, you still may need to provide your teachers with envelopes to mail some recommendations. When you list your schools in Naviance, you will learn if the college accepts records online. If the school does not, be sure to provide your teachers with a standard business-sized envelope, addressed to the college, with one stamp. If your recommending teacher does not submit recommendations online, you must provide envelopes for ALL your schools.

**Be nice and get self-adhesive envelopes!**

Do NOT put your return address on the envelope. Instead, write in the Dedham High School address.

Dedham High School  
140 Whiting Avenue  
Dedham, MA 02026

US  
Postage  
44¢

Northeastern University  
Application Processing Center  
P.O. Box 120  
Randolph, MA 02368-9998

On each envelope, make sure you write the name of the college as well as "Admissions Office," "Application Processing Center," etc. as necessary.

Get the college's mailing address from its admissions webpage, the Common Application website, or Naviance as necessary.