
































Transcript Request Form

Student _____

Date of request: _____

- *Log into your Naviance account (www.connection.naviance.com/Dedham). Add each school you will apply to under “colleges I’m thinking about.” Then complete this form with the information provided in Naviance.
- *Application deadlines will be listed next to each school on your list in Naviance. Fill in the appropriate deadline below (Early Action, Regular Decision, etc.). **ALWAYS VERIFY DEADLINES DIRECTLY WITH THE COLLEGE.**
- *Delivery type will be shown next to each school on your list in Naviance. Fill in the correct Delivery Type below. If the Delivery Type is a postage stamp: , all school records and recommendations must be mailed.
- *If the school does not accept records online, it is **YOUR RESPONSIBILITY** to provide addressed envelopes and postage to the teachers writing your recommendations. You do not need to give your counselor any envelopes or postage.
- *Applications and fees must be sent directly to each college by **YOU**.
- *You **MUST COMPLETE** the “Important Privacy Notice for Common Application” and FERPA Agreement in Naviance. Log into Naviance. Go to the “colleges” tab. Click “colleges I’m applying to.” Complete the form, enter your Common Application username and password, and submit. Transcripts and recommendations for Common App schools cannot be sent before this is done.
- *If you apply to a Common App school using a Priority Application, a paper application, or anything else other than the Common App website itself, indicate that on this form. You may need to provide your teachers with addressed envelopes and postage for these schools.
- *If your Early Action/Decision school requires first term grades, **YOU MUST ASK YOUR COUNSELOR** to send them.
- *Second term grades are **AUTOMATICALLY** sent to **ALL** schools, unless you request for them not to be sent.
- *You must have official test scores sent to each college and the NCAA (if applicable) **DIRECTLY FROM COLLEGE BOARD.** See (www.collegeboard.com) for more information.

	Name of College <i>(Additions should be made on a separate form.)</i>	Deadline	If Early Decision or Early Action, please circle the option	Please circle “Delivery Type” icon listed in Naviance	If Common App, are you applying through the Common App. website?	Date Processed		For Office Use Only	
						Initial Packet	Mid-Year		
1			ED / EA	  					
2			ED / EA	  					
3			ED / EA	  					
4			ED / EA	  					
5			ED / EA	  					
6			ED / EA	  					
7			ED / EA	  					
8			ED / EA	  					
9			ED / EA	  					
10			ED / EA	  					

I have read and understand the above conditions, I am aware of the colleges listed on this form, and I hereby authorize the release of all requested student records. I understand that student records will also contain any disciplinary records (if requested by the college/university).

Additional transcripts may be released to colleges, scholarships, military, employers, and other organizations per request.

Student Signature _____ Date _____ Parent Signature _____ Date _____