

# West Seneca West Senior High School Transcript Request Form



Student Name: \_\_\_\_\_

Name of College: \_\_\_\_\_

OR Upload to:  Common Application

SUNY Application

Deadline (Allow TWO WEEKS for Processing): \_\_\_\_\_

## A. Documents to be Sent

Official Transcript

Mid Year Grades

Scholarships

Other

## B. College Applications (How did you apply?)

Only one(1) request form is required for each application.

Online Common Application

Online directly to college

Online SUNY Application

Other ( \_\_\_\_\_ )

## C. Recommendations

Is a recommendation required?

Yes

No

If yes, please attach.

**\*\* It is the student's responsibility to ask administrators/teachers/counselors to write recommendation letters and supply each with stamped, envelopes addressed to the institutions where letters should be sent. Many will submit their letters electronically when possible.**

**\*\*Please allow a minimum of two weeks to complete.**

## D. Test Scores

It is the student's responsibility to have scores sent to the colleges directly from College Board (SAT) and ACT.

Student Signature \_\_\_\_\_ Date: \_\_\_\_\_

## OFFICE USE ONLY

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

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

Date Sent: \_\_\_\_\_  
(Mid-Year)

Date Sent: \_\_\_\_\_  
(Other \_\_\_\_\_ )