

**WHEATON HIGH SCHOOL  
REQUEST FOR TRANSCRIPT**

Paid \$

Date Received by Registrar:

Name: \_\_\_\_\_ Cell ph# \_\_\_\_\_ E-mail: \_\_\_\_\_@\_\_\_\_\_

Date: \_\_\_\_\_ Application Deadline: \_\_\_\_\_ Counselor: \_\_\_\_\_

PRINT COMPLETE NAME & MAILING ADDRESS OF RECIPIENT:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ATTACH SECONDARY SCHOOL REPORT:

\_\_\_\_\_  
College/University's Own School Form  
\_\_\_\_\_  
Common Application  
\_\_\_\_\_  
Other Form Required \_\_\_\_\_

PLEASE SEND:

\_\_\_\_\_  
Transcript  
\_\_\_\_\_  
Counselor Recommendation  
\_\_\_\_\_  
Other: \_\_\_\_\_

AS REQUIRED BY THIS COLLEGE/UNIVERSITY/SCHOLARSHIP;

I AM REQUESTING RECOMMENDATIONS FROM THE FOLLOWING TEACHERS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NOTE: Most colleges require that your SAT, ACT, and TOEFL scores be sent directly from the appropriate testing services to the schools to which you are applying.

I know that I must complete all required forms online through the Naviance Program and meet with my counselor in order for WHS to send my secondary school report and/or Counselor Recommendation to requested colleges/universities. I understand that **all** requests for Teacher Recommendations must be made **directly** with the teacher(s). I am aware that it may take up to three weeks to process my request for transcripts/recommendations.

\_\_\_\_\_  
Student Signature

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