

Rockville High School

Transcript Request Checklist 2020

(Please Print)

Student Name: _____ ID# _____

Student Cell: _____ Email: _____ Counselor: _____



The following items must be complete *before* Transcripts & Recommendation packets are sent to Universities, Colleges, Scholarships, or other organizations.

Please CHECK items when completed, INCOMPLETE STEPS WILL DELAY YOUR REQUESTS:

- Blue Teacher Feedback Forms** Received by Counseling Office
- Optional Summer Meeting** with Counselor or College and Career Coordinator



<https://www.commonapp.org/>

- Common Application** Account Created (**required for MCPS**)
- Common App FERPA***: Initial this box to confirm you have waived your right to view your letters of recommendation in Naviance.



<https://student.naviance.com/rockville>

- Naviance account created and linked to Common App**
- All **Naviance** Tasks Completed:
 - Use a valid email
 - Resume completed
 - Brag Sheet survey submitted
 - Colleges I'm Applying To
 - Send Teacher Recommendation Letter Requests
- Send Your Request For **Exam scores** via **Collegeboard.org & ACT.org**
- Scholarships** should be logged in to **Naviance**
- Process reviewed with parent/guardian.**

Parent/Guardian: _____ Date: _____



You are now ready to request your transcripts. Give this completed form to Ms. Arata in the Counseling office.

Students may send up to three transcripts at no charge.

Additional transcripts are \$3.00 each. Fees can be paid to the counseling office in person or online.

BE MINDFUL AND KEEP TRACK OF YOUR DEADLINES

College Deadline	Oct 1	Oct 15	Nov 1	Nov 15	Dec 1	Dec 15	Jan 1	Jan 15	Feb 1	Feb 15	Mar 1	Mar 15	Apr 1
Due to Counseling	Sep 6	Sep 20	Oct 4	Oct 18	Nov 8	Nov 20	Nov 29	Dec 13	Jan 3	Jan 17	Jan 31	Feb 14	Feb 28

Please indicate your earliest college deadline above.

* The Family Educational Rights and Privacy Act and is a federal law that was enacted in 1974. FERPA protects the privacy of students' educational records. All educational institutions that receive federal funding must comply with FERPA.