

SOUTH RIVER HIGH SCHOOL TRANSCRIPT CHECKLIST

Student Name: _____ Student ID # _____ Date: _____ Counselor: _____



- I have completed the **Senior Questionnaire for Recommendation Letters** in **Naviance/FamilyConnection** or have attached a Personal Resume
- I have created a **Common Application** account I have Completed the **Common App Match** on Naviance
- I have signed the **FERPA Waiver** on the Common Application
- Listed all the following schools in my Naviance/FamilyConnection webpage **AND** added my Common App schools on my Common Application Colleges list

Name and Address of Organization Requiring Transcript	Application Deadline	Transcript (circle one)	Counselor Letter Recommendation (circle one)	Additional Forms Attached? (circle one)
_____	_____	Yes / No	Yes / No	Yes / No
Name/Address of College, Scholarship, Internship or other Organization				
_____	_____	Yes / No	Yes / No	Yes / No
Name/Address of College, Scholarship, Internship or other Organization				
_____	_____	Yes / No	Yes / No	Yes / No
Name/Address of College, Scholarship, Internship or other Organization				
_____	_____	Yes / No	Yes / No	Yes / No
Name/Address of College, Scholarship, Internship or other Organization				

Yes I Understand That...

Transcript Requests cannot be processed unless a SIGNED Release of Records Form is on file.

Requests may only be processed WITH PAYMENT of required fees.

REQUESTS MUST BE TURNED IN AT LEAST 15 WORKING DAYS AHEAD OF DEADLINE FOR TRANSCRIPTS WITH LETTERS OF RECOMMENDATION.

Forms and Payments MUST be HANDED to the SCHOOL REGISTRAR ONLY.

For Office Use Only

Payment of \$2.00 per transcript is attached Total Amount Paid: \$ _____ Cash / Check # _____

Date Received _____ Date to Counselor _____ Date Submitted _____ Receipt Confirmed _____

Transcript and Counselor Materials Processing Procedures

In order to process your request for transcripts, letters of recommendation and counselor forms for your college applications, you must have completed the following steps:

1. Turn in the **Release of Records** form **SIGNED** by your parent
(required for your very first transcript request – not needed for additional requests later on)
 2. Log-in to your **Naviance/FamilyConnection** account
 3. Make sure that your **Senior Questionnaire for Recommendation Letters** is complete
(on the About Me page)
 4. On the **Colleges** page, go to **Colleges I Am Applying To**, in the green box, click the link to **www.CommonApp.org**
 5. At the **Common App** site, **Create an Account** *(or sign in to your existing account)*
 6. Under the **Common App** tab, complete the **Education** section *(green check = complete)*
 7. Add at least **ONE** college to the list under the **My Colleges** tab *(add more as needed)*
 8. In the **My Colleges** list, choose a college, then click the link to **Assign Recommenders**
 9. Complete the **FERPA Release Authorization** *(be sure to mark ALL sections carefully)*
 10. On **Naviance/FamilyConnection**, complete the **Common App Match**
 11. Review the list of colleges that you are applying to –
 - a) Be sure that **ALL** the schools you are applying to are on your list *(add more as needed)*
 - b) In the column **Applying Via Common App** – mark Yes or No
- If you need teacher letters of recommendation:***
- On **Naviance/FamilyConnection**, in the **Colleges I Am Applying To** section, add request under the **Teacher Recommendations** section
(be sure to write the teacher(s) a note, with specific instructions if needed, AND say Thank You)
 - **Go to the teacher IN PERSON to ask nicely**

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Requests may only be processed WITH PAYMENT of required fees.

Allow at least 15 WORKING DAYS AHEAD OF DEADLINE for processing transcripts with Letters of Recommendation.

Forms and Payments MUST be HANDED to the SCHOOL REGISTRAR ONLY.