

**For Guidance Use Only**

Date request Received: \_\_\_\_\_

Naviance: \_\_\_\_\_

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

# WALTHAM HIGH SCHOOL STUDENT TRANSCRIPT REQUEST FORM

**Please fill in the required information (please print) and return to your Guidance Counselor 3 weeks before the earliest application deadline!**

Date:	Guidance Counselor's Name:
Last Name:	First Name:
Student Signature:	

**ALL APPLICATIONS SHOULD BE FILED ELECTRONICALLY. INDICATE IF YOU APPLIED TO THE SCHOOL VIA THE COMMON APPLICATION.**

<b>College Name (include the city and the state)</b>	<b>Common Application Circle Yes or No</b>	<b>Application Deadline</b>	<b>*Indicate RD, EA, ED or Rolling</b>
1.	Y N		
2.	Y N		
3.	Y N		
4.	Y N		
5.	Y N		
6.	Y N		
7.	Y N		
8.	Y N		
9.	Y N		

10.	Y N		
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Total Number of Transcripts \_\_\_\_\_

The Waltham High School Transcript Package includes:

- 1. High school transcript (high school record in grades 9-11 and most recent senior year grades). A mid-year transcript with first and second quarter grades will automatically be sent at the end of the second quarter.
- 2. Guidance Counselor Recommendation
- 3. Secondary School Report
- 4. Waltham High School Profile

**\*Key EA= Early Action, ED = Early Decision, RD = Regular Decision, Rolling = Ongoing**