

# SCHOOL COUNSELING REQUEST FORM

REQUESTS WILL BE PROCESSED WITHIN TEN WORKING DAYS.

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

Grade: \_\_\_\_\_

Name of College, Scholarship or other: \_\_\_\_\_

## I NEED THE FOLLOWING INFORMATION FROM THE SCHOOL COUNSELING CENTER:

\_\_\_\_\_ I requested a transcript through Naviance/Parchment, but I need additional information sent

\_\_\_\_\_ Official Transcript to be attached to this packet and mailed

\_\_\_\_\_ Official Transcripts to be picked up. Quantity (Up to 3) \_\_\_\_\_

\_\_\_\_\_ Letter of Recommendation from my School Counselor

**YOU MUST FIRST COMPLETE AND TURN IN A COUNSELOR/TEACHER RECOMMENDATION FORM AND THE STUDENT INFORMATION SHEET. YOUR LETTER OF RECOMMENDATION WILL NOT BE COMPLETED UNTIL BOTH ARE TURNED IN!**

\_\_\_\_\_ Please complete the attached Secondary School Form (Only if not available on Parchment.)

\_\_\_\_\_ Other \_\_\_\_\_

## I HAVE INCLUDED THE FOLLOWING IN THIS PACKET:

\_\_\_\_\_ College or Scholarship Application

Other: \_\_\_\_\_

\_\_\_\_\_ Other Letters of Recommendation from:

\_\_\_\_\_

\_\_\_\_\_ Application Fees, if applicable

\_\_\_\_\_ Please mail all materials requested and attached.

**I have submitted \$0.58 in postage and a pre-addressed envelope.**

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

Parent Signature if student is under 18: \_\_\_\_\_

School Counseling Mailed on: \_\_\_\_\_

\_\_\_\_\_ I will pick up packet from the School Counseling Center

Picked up by: \_\_\_\_\_ Date: \_\_\_\_\_