

## RHS Transcript Request Form

Name \_\_\_\_\_

Student ID \_\_\_\_\_

Counselor \_\_\_\_\_

- Students must enter each college in “colleges I’m applying to” section in Naviance Student (use the pink plus sign to add colleges). Family Connection is now called Naviance Student.
- Students must send official ACT/SAT scores directly from ACT or SAT to each college  
ACT [www.act.org](http://www.act.org) SAT [www.collegeboard.org](http://www.collegeboard.org)
- Transcript Fee is \$5 per college-transcript will be sent to each college listed below
- Counselors will process transcript/application materials within two weeks of request
- IF your college REQUIRES a letter of recommendation you must complete the blue RHS Letter of Recommendation Request Form

Name of College, City and State	Application deadline	**Did you apply using the Common Application? Circle “yes” or “no” for each college (many colleges do not use the Common App)
1.		YES    NO
2.		YES    NO
3.		YES    NO
4.		YES    NO
5.		YES    NO
6.		YES    NO
7.		YES    NO

- \*\*For students using the Common Application ONLY:**
- You must indicate in Naviance Student that you are applying via Common App
  - You MUST complete FERPA through your Common App account AND THEN click “Match Accounts” in Naviance Student to enable us to submit materials to colleges
  - You MUST complete the blue RHS Letter of Recommendation Request Form

I hereby authorize Rosemount High School to send the college application materials indicated above to the colleges or agencies listed on this form.

Student Signature: \_\_\_\_\_ Email: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For Office Use Only:** Date received: \_\_\_\_\_ Total fee paid: \_\_\_\_\_  
 Cash \_\_\_\_\_ check \_\_\_\_\_ check # \_\_\_\_\_

