

St. Thomas More High School
TRANSCRIPT REQUEST FORM

Student's Last Name: _____

Student First Name: _____

Student Middle Initial: _____

Students **MUST** complete a form for **EACH** prospective college/university.
Allow **FIVE days** for Guidance to process this request.

You do not need this form for Louisiana colleges/universities, **but you do need it for LSU Baton Rouge** and private colleges to include: Tulane, Xavier, Loyola, Centenary, Franciscan, and LA College.

Transcripts to be processed (check one box):

- 6 semester transcript (allow 5 days to process) Midyear grades After graduation _____

Transcripts to be processed (check one box):

- | | | |
|--|--|--|
| <input type="checkbox"/> Mailed to address below | <input type="checkbox"/> Transcript in sealed envelope | <input type="checkbox"/> Naviance (Common Application) |
| <input type="checkbox"/> SEND EDU | <input type="checkbox"/> College's own website | <input type="checkbox"/> The Coalition |
| <input type="checkbox"/> Apply Texas | <input type="checkbox"/> Universal Application | <input type="checkbox"/> Naviance but NOT CA |

Name of College/University/Scholarship: _____

Date transcript is DUE: _____

Type of Admission: Early Action Priority Early Decision **BINDING** Regular / Rolling Admission

(Check one) See the college's admission page or Dr. Frugé if not sure

Does the college/university require a form and/or letter of recommendation from a counselor? **EX: Secondary School Report**

(Check one) YES NO Name of Counselor: _____

Does the college/university require a form and/or letter of recommendation from a teacher or teachers?

(Check one) YES NO

Please list teachers in the order that you would like their letters sent to colleges. For example, if a college will take only one recommendation, please list that teacher first.

1)Name of Teacher: _____

2)Name of Teacher: _____

3)Name of Teacher: _____

You must ask counselors and teacher(s) in person and present a pink

Request for a Letter of Recommendation Form from the Counseling Center and submit to your counselor, Dr. Frugé or your teachers. ATTACH your activity form and teacher rec questionnaire from Naviance for your teachers.

You MUST request a letter at LEAST 3 WEEKS in advance of due date.

Are there any other documents that must accompany this transcript?

(Check one) YES NO Documents needed: Senior schedule Semester report card
 Other _____

ACT scores MUST be sent directly by the student from ACT website. STM does not send scores.

I hereby release St. Thomas More Catholic High School and its representatives, my counselors, registrar and teachers to release my transcripts and supporting documents to the above-named college/university. I understand that it is my responsibility to honestly answer, as part of my college/university application, if I have been found responsible for a disciplinary violation at an educational institution I have attended from 9th grade (or the international equivalent) forward, whether related to academic misconduct or behavior misconduct that resulted in my probation, suspension, dismissal or expulsion from the institution.

Student Signature

Date