BATTLEFIELD OFFICIAL TRANSCRIPT REQUEST

NAME_____ **DATE**_____
Last **First** **Submitted**

STUDENT MUST COMPLETE:

	OFFICE USE ONLY
1. Common App matched in Naviance Student? Y or N or NA *If CA is NOT matched for CA schools Transcript CANNOT be processed.*	☐CA MATCHING
2. Application type selected in Naviance Student? Y or N Common App, Coalition, Direct to institution or Mailed	☐PROCESS TYPE COMPLETE
Scholarship Transcript Request: Organization Name: Address if mailed: _____ _____ _____ _____	If scholarship requires counselor forms, attach to this request.
COLLEGE_____ deadline _____ COLLEGE_____ deadline _____ COLLEGE_____ deadline _____ COLLEGE_____ deadline _____ COLLEGE_____ deadline _____ COLLEGE_____ deadline _____	***OFFICE USE ONLY*** ELECTRONIC--MAIL ELECTRONIC--MAIL ELECTRONIC--MAIL ELECTRONIC--MAIL ELECTRONIC--MAIL ELECTRONIC--MAIL

**** SUBMIT REQUESTS AT LEAST FIFTEEN (15) SCHOOL DAYS PRIOR TO APPLICATION DEADLINE DATE****

1. Request transcripts electronically through Naviance Student
2. Turn in this transcript request form & appropriate payment to counseling
3. First 3 Transcripts, NCAA, Scholarship are free. Each additional transcript is $5.00

Requests received after 2pm begin the 15 day process window the next school day.

*By signing below I confirm that my transcript package is ready to be sent.

Student Signature: _____

COUNSELING OFFICE USE ONLY

Rec'd by:	**Date:**	**Received after 2pm** ☐	**Pd $**	**Provide Documents to be Mailed** ☐	**Documents to be mailed to:**	**Comments:**	**Date Sent**