

OCTORARA AREA JUNIOR/SENIOR HIGH SCHOOL TRANSCRIPT REQUEST FORM



Octorara Area Junior/Senior High School
 Counseling Department
 226 Highland Road
 Atglen, PA 19310
 CEEB/School Code: 390-152

Please complete this form by providing the requested information, including student signature and parent signature, if the student is not yet 18 years old. **Please allow at least 10 school days for processing.** If you plan to submit college application materials electronically through Naviance, Common Application, SENDedu, or Penn State, you must submit your online transcript requests through these companies within two days of submitting this form to the counseling office.

Student Name: _____ **Date:** _____

Send To: Name of college, scholarship, NCAA	Application Deadline: Early Decision?	Date Application Submitted	Submission Mode: - Naviance - Common App (CA) - SENDedu (S) - Penn State (PSU) - Mail (M)	Other forms: - Counselor Rec - School Report - Teacher Rec (Naviance) - Fee Waiver	Date Transcript Submitted (OFFICE USE ONLY)

TEST SCORES:

All SAT, SAT II, and ACT scores in the student’s file will be sent with the transcript. It is the student’s responsibility to send AP scores through CollegeBoard. Any student who wishes to have test scores removed from the transcript must make an appointment with his/her counselor.

**** I understand it is my responsibility, as the student, to complete and submit supplemental materials included with my application (essay, resume, application fee, teacher recommendation, etc.)**

**** I understand it is my responsibility to ensure that my transcript was received, processed, and filed with the receiving institution.**

Student Signature

Parent Signature (if student is under 18)

Date