



**OUR LADY OF MERCY SCHOOL FOR YOUNG WOMEN
2019-2020 TRANSCRIPT REQUEST FOR COMMON APPLICATION AND ELECTRONIC SUBMISSIONS**

For successful processing it is mandatory to request your transcript through Naviance in addition to completing this form*

STUDENT NAME: _____ HOMEROOM: _____ COUNSELOR NAME: _____

INTENDED PROGRAM OF STUDY (Psychology, Undecided, etc): _____

I give permission for my transcript and other supporting documents to be sent to the college listed below. I waive my right to access all letters of recommendations used for educational and employment purposes.			
_____ <i>Student Signature</i>	_____ <i>Date</i>	_____ <i>Parent Signature</i>	_____ <i>Date</i>

PLEASE SEND TRANSCRIPT TO:

<u>College/University Name</u> (List separately)	<u>Admission Plan</u> <u>You Have</u> <u>Chosen +</u>	<u>College Deadline</u> *	<u>Are you Using the Common</u> <u>Application?</u> (Y/N)

You must order official test scores through SAT or ACT directly and have them forwarded to the college. AP scores are not recorded on your high school transcript. Mercy does not send AP scores to the colleges. They must be sent directly by College Board.

*Please allow up to 3 weeks (15 school days) from date of submission to date of application processing

PLEASE SEND LETTERS OF RECOMMENDATIONS WITH MY APPLICATION TO ALL COLLEGES LISTED ABOVE: (List name of each recommender)

_____ Did you request a fee waiver from your counselor? Y__N__

STUDENT CHECKLIST:

- ⇒ Submitted completed application to college (Common Application, on-line)
- ⇒ You will receive a form to complete if you would like your First Quarter or Mid-Year reports to be sent to the above college(s)

*See "Tips for submitting college applications on-line" posted on Naviance home page.

+ Admission Plans:
EA = Early Action
ED = Early Decision
RD = Regular Decision
Roll = Rolling
PR - Priority

For Office Use Only: Date Received : _____ Date Due: _____ Date Sent: _____