

## Transcript Request (2020-2021)

**HAND THE COMPLETED FORM DIRECTLY TO MRS. DIXON WITH FEE**

Student name: \_\_\_\_\_

Date: \_\_\_\_\_

### Instructions

1. Request teacher letter(s) through Naviance
2. Complete Senior questions and resume in Naviance for your advisor
3. Submit this completed form to Mrs. Dixon
4. Complete your request by the dates listed at right or at least 15 school days before your deadline

Application deadline	Due dates to request transcripts and recommendations are below. You may submit your requests at any time, but <u>there is no guarantee</u> that your materials will arrive on time if you do not follow these deadlines.
Rolling	At least 15 <b>school days</b> before desired submission date
October 15	September 25
November 1	October 9
December 1	November 3
Dec. 31/Jan. 1	November 30
January 15	December 11
February 1	January 8

**SIGN:** I request RCS to send to the institution named below a copy of my official transcript(s) containing a list of all courses and grades.

\_\_\_\_\_  
Student's signature

**PAY \$4** \_\_\_\_\_

COLLEGE/UNIVERSITY \_\_\_\_\_ City, State \_\_\_\_\_

DEADLINE \_\_\_\_\_ (Application due date)

TYPE OF APPLICATION

\_\_\_\_\_ School - specific application

\_\_\_\_\_ Common Application \_\_\_\_\_ In your Common App, have you completed your FERPA waiver?

\_\_\_\_\_ In Naviance Student, have your "matched" with Common App?

**Reminder:** You must arrange for official ACT/SAT test scores to be sent to colleges. See your Naviance Home Page for more information.

**TEACHER RECOMMENDATION(S) for this college.** (Also make your request via Naviance. This is for Advising Office information.)

Teacher names: 1) \_\_\_\_\_ 2) \_\_\_\_\_  
(Sign in to Naviance Student. Click on "Teacher rec" at bottom of homepage. Follow directions.)

**ADVISOR LETTER for this college.** Are you requesting an advisor/counselor letter of recommendation?

\_\_\_ Yes \_\_\_ No (In Naviance Student, click on "Advisor rec request" at bottom of homepage. Follow directions.)

If you attended high school (grades 9-12) at a school other than Ridgeview Classical Schools, your grades and coursework are not included on your Ridgeview Classical Schools transcript. Please choose:

\_\_\_\_\_ I will arrange to have my transcript sent from my other high school or home school.

\_\_\_\_\_ I request that Ridgeview Classical Schools forward a copy of the official transcript received from my other high school or home school.