|  |  |
| --- | --- |
|  Student Name (print neatly Last, First, Middle Initial) Student ID # Student’s Signature Date Parent’s Signature DatePlease check one: I 🞎 waive 🞎 do not waive the right to read my counselor’s recommendation. | **MHS does not mail Standardized Test Scores (SAT, ACT, TOEFL) to colleges. You must request them through College Board or ACT.**  |

**Check the items below before you give this form to Ms. Schuster. For specific questions or concerns, see your Counselor.**

* Determine transcript delivery type in Family Connection. The & symbols indicate that the transcript will be submitted electronically. All other transcripts will be sent via US Mail and the student is responsible for providing the proper envelope and postage at the time of request.
* Addressed 9x12 manila self-seal envelope for each transcript to be delivered through US Mail including 3 stamps.
* $5.00 for each transcript including electronic submissions. The first three are free of charge. Make checks payable to McLean High School. Please see your counselor for a fee waiver if you have free/reduced lunch. Lack of payment (if applicable) will delay processing.
* Completed College Planning Packet (Student/Parent Questionnaire, two Teacher Comment Forms, Resume)
* First quarter grades will not be included for November 15th or earlier deadlines. For deadlines after November 15th, let Ms. Schuster know whether you want your first quarter grades included.
* Forms received later than 30 days before the college deadline cannot be guaranteed.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Print neatly:Name of College or ScholarshipStreet AddressCity, State Zip Code | College Deadline Date | Counselor Recommendation Needed? Remember to give the questionnaire to your Counselor  | Decision Type | Delivery Type:Electronic (E)Common AppUS Mail (M) | Student Services Use Only |
| Date Given to Ms. Schuster | Paid | Date Counselor submitted or mailed |
|  |  | * Yes
* No
 | * Early Action
* Early Decision
* Regular/Rolling
 | * No official transcript required
* Common App
* Coalition
* College’s

Electronic App* US Mail
 |  | Free |  |
|  |  | * Yes
* No
 | * Early Action
* Early Decision
* Regular/Rolling
 | * No official transcript required
* Common App
* Coalition App
* College’s

Electronic App* US Mail
 |  | Free |  |
|  |  | * Yes
* No
 | * Early Action
* Early Decision
* Regular/Rolling
 | * No official transcript required
* Common App
* Coalition App
* College’s

Electronic App* US Mail
 |  | Free |  |

*(Continued on back*)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Print neatly:Name of College or ScholarshipStreet AddressCity, State Zip Code | College Deadline Date | Counselor Recommendation Needed? Remember to give the college packet to your Counselor | Decision Type | Delivery Type:Electronic (E)Common AppUS Mail (M) | Student Services Use Only |
| Date Given to Ms. Schuster | Paid | Date Counselor submitted or mailed |
|  |  | * Yes
* No
 | * Early Action
* Early Decision
* Regular/Rolling
 | * No official transcript required
* Common App
* Coalition App
* College’s

Electronic App* US Mail
 |  |  |  |
|  |  | * Yes
* No
 | * Early Action
* Early Decision
* Regular/Rolling
 | * No official transcript required
* Common App
* Coalition App
* College’s

Electronic App* US Mail
 |  |  |  |
|  |  | * Yes
* No
 | * Early Action
* Early Decision
* Regular/Rolling
 | * No official transcript required
* Common App
* Coalition App
* College’s

Electronic App* US Mail
 |  |  |  |
|  |  | * Yes
* No
 | * Early Action
* Early Decision
* Regular/Rolling
 | * No official transcript required
* Common App
* Coalition App
* College’s

Electronic App* US Mail
 |  |  |  |
|  |  | * Yes
* No
 | * Early Action
* Early Decision
* Regular/Rolling
 | * No official transcript required
* Common App
* Coalition App
* College’s

Electronic App* US Mail
 |  |  |  |
|  |  | * Yes
* No
 | * Early Action
* Early Decision
* Regular/Rolling
 | * No official transcript required
* Common App
* Coalition App
* College’s

Electronic App* US Mail
 |  |  |  |