

Archbishop John Carroll High School
 211 Matson Ford Road Radnor, PA 19087-4590
 Telephone #610-688-7610 Fax# 610-788-1690
 CarrollU School Counseling Center
 CEEB Code 394131



TRANSCRIPT REQUEST FORM

NAME: _____ STUDENT #: _____

DATE: _____ COUNSELOR: _____

Have you turned in your Parent/Guardian Permission Form?

YES NO

Have you electronically requested these schools in Naviance?

YES NO

***Did you apply using Common Application?**

YES NO

*(If yes, you **MUST** link your Common App to your Naviance Account)*

- **PLEASE SEND MY TRANSCRIPT TO:**

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- **APPLICATION DEADLINE:** _____ ***IMPORTANT: PLEASE ALLOW AT LEAST 7 – 10 SCHOOL DAYS FOR TRANSCRIPT REQUESTS TO PROCESS. PLEASE ADHERE TO DEADLINES.***

- **TYPE OF APPLICATION:** Early Decision Early Action Rolling Regular

- **LIST THE TEACHERS YOU HAVE ASKED AND SELECTED ON NAVIANCE FOR RECOMMENDATIONS.**

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- **DOES YOUR COLLEGE/UNIVERSITY REQUIRE A COUNSELOR RECOMMENDATION?**

YES NO

*If your answer is yes, your student resume **MUST** be on file in Naviance in order for your counselor to write a recommendation.*

SPECIAL INSTRUCTIONS: _____

SIGNATURE: _____ **TRANSCRIPT FEE \$5.00** _____

NOTE: TRANSCRIPT REQUESTS WILL NOT BE PROCESSED UNTIL A REQUEST IS MADE IN NAVIANCE AND THIS COMPLETED FORM IS TURNED INTO THE GUIDANCE OFFICE.

ARCHBISHOP CARROLL IS NOT RESPONSIBLE AND WILL NOT SEND STANDARDIZED TEST SCORES TO COLLEGES. STUDENTS ARE RESPONSIBLE FOR SENDING THEIR SAT AND/OR ACT SCORES DIRECTLY TO COLLEGES IN A TIMELY MANNER