

# LSM TRANSCRIPT REQUEST FORM

Student's Legal Name: \_\_\_\_\_

Counselor: (circle one) DeMarco Silver Putnam Trahan Today's Date: \_\_\_\_\_

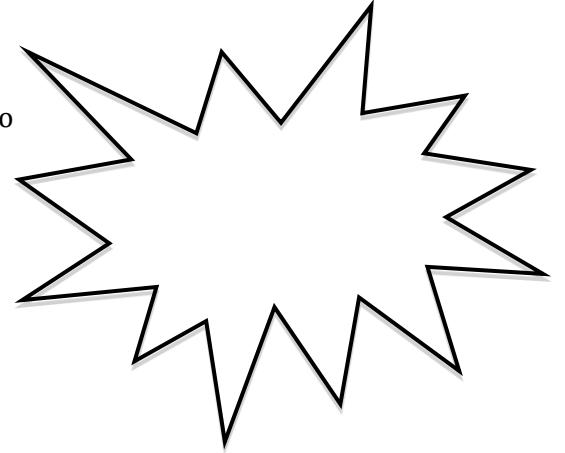
**FULL** College Name, City, State, and College Branch:  
\_\_\_\_\_

### 1) I applied by:

\_\_\_\_\_ **Common Application.** \_\_\_\_\_. (Make sure this school is added to your common app account)

\_\_\_\_\_ **Online application** - non common application

\_\_\_\_\_  **PAPER/MAIL** Submission  
(Please paperclip 2 stamps to this form)



### 2) I have done the following:

\_\_\_ Added this college to "**colleges I'm applying to**" list in Naviance

\_\_\_ Checked with my teacher that recommendations and Common App Teacher Evaluation Form have been uploaded into Naviance

### 3) \_\_\_ I have/will request my SAT/ACT scores from College Board or ACT (LSM WON'T SEND SCORES)

4) Please specify the last name of the teacher(s) whose **recommendation** you would like sent to this college/university. List names in **order of preference**.

1. \_\_\_\_\_ 2. \_\_\_\_\_

This college requires a counselor recommendation: (circle one) Yes or No

**Student's Signature** \_\_\_\_\_

**Please submit this form at least 1 week prior to your intended deadline.**

\*The office will automatically send out your most recent grades and mid-year grades to all schools to which you have applied.

With your request, the School Counseling Office will send the following information:

- Transcript including:
  - Report Card
  - Senior Schedule
- Secondary School Report
- Recommendations
- Teacher Evaluations
- School Profile

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Counselor \_\_\_\_\_ Ms. Berardinelli \_\_\_\_\_ Sent Out \_\_\_\_\_