

CHATHAM HIGH SCHOOL TRANSCRIPT REQUEST FORM



















Student Name: _____

Counselor: _____

Student Signature: _____

Grade: _____

Date: _____

Clearly print the complete name of the college or university	Early Decision	Early Action	Regular Decision	Rolling Admission	Application Deadline	I will be applying via: (Circle one)
1.						  
2.						  
3.						  
4.						  
5.						  
6.						  

**Please allow at least 3 weeks for processing of all documents!*



Electronic
Accepts electronic documents, and
not Common App school



Common App
Common App school that accepts
documents electronically



Print Only
School does not accept electronic
documents so must print and mail

Transcript Request Deadlines	
Deadline Example	Request Due Date
October 15	September 23
November 1	October 14
November 15	October 24
November 30 & December 1	November 4
December 15	November 20
January 1	December 2
January 15	December 16
February 1	January 10

In order to process your application:

- Colleges on this form should all be entered in your "College's I'm Applying To" section on Naviance
- Submit your application to each College
- Have your official ACT/SAT scores sent to each College- CHS does not report scores to colleges
- Submit your "CHS Release Form" to the Counseling Office
- Complete this form and submit **two** copies to one of the School Counseling Secretaries (see deadlines to the left)

***All colleges you are applying to must be officially submitted on this form in order for transcripts to be sent to that school**

You can submit as many of these as you need

Questions? Contact your school counselor *or* Mrs. Sleight, College & Career Counselor (Rm A110)