

Required Application Cover Sheet/School Records Request

Guidance cannot process your request for supporting school documents unless you give us this form. This is required for both online applications as well as hard copy applications. This form is to be turned into guidance no later than 14 days before the college deadline date*.

Name _____ Counselor _____

College/University Name and Undergraduate Admissions Office Address(required)

College Deadline Date _____
(*Actual as listed on their website)

___ Made online request for official SAT/ACT scores sent directly to the school above?

___ Common Application ___ Other online Application ___ Hard Copy

___ Early Decision (binding) ___ Early Action ___ Regular Decision ___ Rolling

___ \$2.00 processing for hard copy

___ 9X12 Envelope addressed as above

___ School Form w/ Waive Rights checked

For Office Use below

___ Transcript ___ Profile ___ Current Grades

___ Counselor Letter ___ School Report Form ___ Other

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Date Received _____ Date mailed/uploaded _____