

BROOMFIELD HIGH SCHOOL REQUEST FOR TRANSCRIPT

Student Name: _____ **Grade:** _____

Counselor: Ms. Dempsey_____ Mr. Greene_____ Ms. Malecha_____ Ms. Zufall_____

An Official Transcript cost is \$2.00 each. In order to eliminate seniors having to order the end of year transcript to their college of choice, seniors will be charge a one-time fee of \$4.00 to cover the first transcript and final transcript.

Number requested: _____ Amount Paid: \$_____ Rec'd by: _____ Date: _____

- Colleges accepting electronic transcripts will be sent electronically by the Registrar.
- Colleges using their own on-line application the transcripts will be sent using the USPS by the Registrar.
- Colleges listed below **must** match colleges listed on the "Colleges I'm applying to" page on **Naviance**.

(Website is www.connection.naviance.com/broomfieldhs) See your counselor if you need assistance.

- **Counseling processing time after ordering an Official Transcript is one week; three weeks if college requires a letter of recommendation from the counselor.**

List: College/University or Scholarship

	<u>Name</u>	<u>City/State</u>		<u>Common APP</u> <small>(Circle one)</small>
1.	_____	_____		Yes* No
2.	_____	_____		Yes* No
3.	_____	_____		Yes* No
4.	_____	_____		Yes* No
5.	_____	_____		Yes* No
6.	_____	_____		Yes* No

Date Scholarship Transcript printed:_____ **Gave to Student** _____ **Mailed**_____ **Completed by**_____

***For all Common Applications:**

- 1) Student must complete the "Important Privacy Notice for Common Applications" release in Naviance for us to be able to send transcripts.
- 2) Who have you asked to write your recommendation letter? (Write name below)

Teacher/Counselors' Name: _____

For Office Use Only

Ms. Dempsey_____ Mr. Greene_____ Ms. Malecha_____ Ms. Zufall_____