

Mount Vernon High School Transcript Request Form

 Last Name First Name Middle Initial Grad Year Date

TRANSCRIPT REQUEST FOR COLLEGE APPLICATIONS

Seniors – Please allow a minimum of 10 school days for processing your transcript request (more time is required if a recommendation is necessary). January due dates should be received by December 6th in order to allow time for processing before **Winter Break**.

Did you apply online? _____ Yes _____ No

Do you want your ACT/SAT included on your transcript? _____ Yes _____ No

Have you requested your transcript through Naviance? _____ Yes _____ No

Common Application Yes/No	Date Application Due	College Name & Address	Date Transcript Mailed	Naviance

Date Received _____ Comments: _____

By Whom _____
