

# HOW TO REQUEST TRANSCRIPTS, RECOMMENDATION LETTERS, & SEND TEST SCORES

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## IMPORTANT REMINDERS:




- In September, seniors will be notified through morning announcements to **pick up a copy of their transcript for review**. Students should review their transcript carefully and notify their counselor **immediately** of any problems, so that a new one can be generated.
- **Schedule a conference with your counselor at least 3 weeks before your first college deadline** for your “It’s Time” meeting. Bring the thoughtfully, thoroughly, completed **“It’s Time Packet”** to the meeting. Your answers, along with what is discussed in your meeting, will be used to write your recommendation. **Parent comments are a vital piece of information and are required. We expect the STUDENT, not the parent, to complete the student portions of the packet.**
- **If you attended another school during grades 9-11**, contact your old school to have your official transcript and a school profile sent to the colleges you are applying to. Colleges prefer, **and in many cases require**, that they be sent directly from the originating school rather than through Walt Whitman.
- **No matter how you are applying, (Common Application, Coalition Application, or via specific college application, etc.)** you must create a Common Application account and electronically sign the FERPA waiver. To do this, go to “College Search” tab; add one school; go to “My Colleges” tab; click on “Recommenders and FERPA; Click on “FERPA Release Authorization”. **All students should select – “I waive my right to review all recommendations and supporting documents submitted by me or on my behalf.”** (Keep in mind that you can only see the “Recommenders and FERPA” tab once at least one school has been added.)
- **Request your teacher recommendations.** Talk to your teachers face to face well before the first deadline, bring them a list of your colleges and their deadlines, and find out what the teachers require from you. Many teachers ask for a resume, and some will need envelopes. If the teachers will be sending their recs electronically, **log into Naviance Student, go to the Colleges tab, under “my colleges” click on “letters of recommendation”. Click on “Add Request”. For question #1, scroll down until your teacher’s name appears, click on it. For question #2, YOU MUST SELECT the second option, “All current and future colleges...”. Adding a “thank you” note is advised. Click “Submit Request”.**
- **Allow plenty of time to have your SAT or ACT scores sent to colleges.** WWHS does **NOT** send test scores to colleges. This should be arranged at the time of the test registration or at least ONE MONTH before the college application deadline by contacting **collegeboard.org** or **act.org**.

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## STEP BY STEP PROCEDURES FOR SUBMITTING TRANSCRIPT REQUESTS:

1. **In INK**, complete one transcript request form for each college application, writing in the date by the deadline type. Transcript request forms may be found on Whitman's website.
2. **Transcript Fees:** The first three (3) transcripts are free, each additional transcript is \$3.00. Cash (exact amount) or check, payable to WWHS, (with student name, ID # and Account # 2010.000 in the memo section) are acceptable means of payment.
3. **A. If the school DOES accept electronic delivery and you are applying via *Common Application*** (on Family Connection, indicated by a computer screen icon ):
  - BEFORE you turn in your transcript request, add the school to your "My Colleges" list on your Common Application at [www.commonapp.org](http://www.commonapp.org).
  - ONE copy of the School Report form should be turned in with your first transcript request. (ONLY ONE copy per student is needed, not one per college.) The School Report form indicates the waiver of your FERPA rights, and can be found under "Recommenders and FERPA" within the My Colleges tab of your Common Application.
  - If you are applying Early Decision, download the paper ED agreement and clip the agreement, signed by you, a parent, and your counselor to the transcript request form. The student and parent **MUST** also sign the ED agreement online, i.e. electronically, when the application is submitted.
  - If it is a Common Application School but you are NOT applying through Common App, see the instructions below for sending transcripts via regular mail. It is always best to send it through Common App, but we realize on occasion there are special circumstances. It is very important you let the Transcript Secretary AND YOUR TEACHERS know if you decide not to apply to a Common App School via Common App - in this case the college will not receive your transcript or recommendations unless they are sent by U.S. mail.
- B. If the school DOES accept electronic delivery but is *not a Common Application college* (this includes *Coalition Application colleges*)** (on Family Connection, this will be indicated by a blank computer screen icon ): Bring in completed transcript request, proof of FERPA waiver (see above) and if applicable, print out and sign an Early Decision agreement and clip it to your request form.
- C. If the school DOES NOT accept electronic delivery** (indicated by a postage stamp icon ) **or if there is a particular reason your documents need to be sent by U. S. mail:**
  - Print out that college's Secondary School Report or Counselor Report form if they have one. Carefully fill out and sign the top portion if necessary. (Whitman's CEEB code is **210271**.) The Transcript Office will fill in the rest of the form. If applicable, include the signed ED agreement.

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- Paperclip the request form and the School/Counselor Report form to a 9"x 12" envelope addressed to the college's Office of Admissions with Walt Whitman High School return address (7100 Whittier Blvd, 20817) and three (3) first class stamps or \$1.47 postage on it. (Please retain copies of applications, test scores, resumes and other college related documents.) For applications sent to Canada or other international locations, it is the student's/family's responsibility to take the envelope to a Post Office, have it weighed with ten pieces of paper, and adhere correct postage.
4. **Hand all of the above** (*your transcript request form, one copy of the School Report form indicating waiver of FERPA rights for all colleges being applied to, fees and, if necessary, the counselor/school report form, ED form, & envelope*) directly to the Transcript Secretary to process. **DO NOT** give them to your counselor or leave them on the transcript secretary's desk.
  5. **PLEASE ALLOW 3 TO 4 WEEKS FOR PROCESSING OF TRANSCRIPTS, REQUESTING TEACHER RECOMMENDATIONS, AND MAKING COUNSELOR APPOINTMENTS FOR YOUR "IT'S TIME" MEETING.** Turn all materials in by the date in the chart below at the latest. More time is required for Nov. 1<sup>st</sup> and January deadlines because of the large volume of Nov. 1<sup>st</sup> application deadlines and Winter Break. Observe the same deadlines if requesting transcripts from a school you previously attended.
  6. **It is your responsibility to check with each college to make sure all your materials are received.** Check Naviance Student to see the status of your transcript and teacher recommendations. Once they've been sent by WWHS allow 2-3 weeks to be processed by the college.

## Transcript Request Due Dates

<u>College Deadline</u>	<u>Due in Transcript Office</u>
OCTOBER 15	SEPTEMBER 24
NOVEMBER 1	OCTOBER 4
NOVEMBER 15	OCTOBER 25
DECEMBER 1	NOVEMBER 8
DECEMBER 15	NOVEMBER 22
JANUARY 1	DECEMBER 4
JANUARY 15	DECEMBER 18