

# **TRANSCRIPT REQUEST PROCEDURES**

**YOU MAY REQUEST AND PICK UP TRANSCRIPTS BEFORE SCHOOL AND DURING LUNCH TIME ONLY WITH THE REGISTRAR IN THE MAIN OFFICE.**

**BEWARE OF APPLICATION DEADLINES – TRANSCRIPTS TAKE 2-3 BUSINESS DAYS.**

**RECOMMENDATION LETTERS TAKE 10 DAYS – NO EXCEPTIONS.**

- **RETURN SIGNED COMPLETED TRANSCRIPT REQUEST FORM AND LETTER OF RECOMMENDATION QUESTIONNAIRE. YOU MAY DROP IT OFF AT THE COUNTER IN THE MAIN OFFICE.**
- **YOU ARE RESPONSIBLE FOR PICKING UP YOUR TRANSCRIPTS IF A HARD COPY WAS ORDERED.**
- **THERE IS A \$2.00 CHARGE FOR MAILING A HARD COPY OF TRANSCRIPTS IF NO ELECTRONIC ADDRESS IS AVAILABLE.**
- **YOU ARE RESPONSIBLE TO FOLLOW UP ON YOUR TRANSCRIPT DELIVERY STATUS.**

**PLEASE SEE REGISTRAR IF YOU HAVE ANY QUESTIONS OR CONCERNS ABOUT YOUR TRANSCRIPTS.**

## CHECKLIST OF ITEMS YOU MUST HAND IN TO MRS. GARCIA TO BUILD YOUR TRANSCRIPT & RECOMMENDATION LETTER FOLDER

*Once complete, this folder is then given by Mrs. Garcia to Mrs. Alvarado, your counselor, who uploads your transcript & recommendation letter if needed and completes their portion of your college application. FYI: Mrs. Garcia is the registrar located in the main office.*

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### COUNSELOR RECOMMENDATION QUESTIONNAIRE

You can obtain one from Mrs. Garcia or download, print, and fill out and hand it back to Mrs. Garcia.

### COMPLETED & SIGNED TRANSCRIPT REQUEST FORM- PARENT SIGNATURE REQUIRED

\*\*\* NOTE: YOU MUST NOTE THE APPLICATION DEADLINE BY WHICH YOU ARE APPLYING TO EACH COLLEGE. You must also indicate what application platform you will be using to apply to each of your colleges- common app, coalition app or institutional app. If you are using an institutional application, you must download and print any forms the college may require counselors to complete and you must also let your counselor know via email that they must complete and submit that institutional form(s). Oftentimes, this form(s) is called the School Report Form. Some institutional apps may have an online version of the school report form which the counselor is required to submit electronically, in which case, you must make sure to input your counselor's name and email address into the online institutional form portal in sufficient time so that your counselor can receive the invite and complete the report/letter by the deadline. As a reminder, you must give your counselor **10 working days** to create your recommendation letter (weekends and holidays are not considered working days- **NO EXCEPTIONS WILL BE MADE**). Your counselor's email is: [Terrialvarado@dadeschools.net](mailto:Terrialvarado@dadeschools.net)

### \$2.00 IS REQUIRED PER EVERY TRANSCRIPT (Keep in mind the first one is free!)

### COLLEGE/UNIVERSITY ADDRESS LIST

- Include the name of the college or university and the admission's office full mailing address including zip code - **LIST MUST BE TYPED**

### LATEST PRINTOUT OF THE SAT/ACT SCORES

### RESUME