LEGEND HIGH SCHOOL
TRANSCRIPT REQUEST FORM

Requests must be turned into the Post Grad Office at least 10 school days prior to Application DEADLINE to allow time for processing.

NAME (First, Middle, Last): __________________________________________ Grad Yr: __________

Student ID # __________________________ AP/Advisor: __________________________

- There is a $1.00 processing fee per transcript request, payable at time of request (cash only). Fee Paid YES
- It is essential that students apply to their prospective college(s) prior to requesting a transcript so that they have an electronic admissions file established at each school. Requesting a transcript before submitting an application will result in issues with the admission offices and ultimately delay the entire admission process.
- Students are required to add the colleges that they are applying to, to their ‘Colleges I’m Applying To” List in Naviance and indicate whether they applied with Common App or the colleges’ specific application.
- If using Common App, students MUST sign the FERPA Waiver in their Common App and MATCH their Common App with their Naviance account. **If these steps are not complete, no documents can be sent.**
- Test scores are NOT sent by Legend. They must be sent directly from the testing agencies. Visit the following websites to send your test scores:
  o ACT = www.actstudent.org  or  SAT & AP = www.collegeboard.com

Transcript to be sent to (Name of College or if Hard Copy Needed, please indicate Hard Copy): __________________________________________ Deadline: __________

No address needed. If there is more than one campus, please indicate which campus you are applying to: __________________________________________

Did you use Common App to apply to this school:  Yes  No (I applied using the school’s application/directly on their website)

Letters of Recommendation (LOR)

- Students are required to request a LOR from their teacher and/or counselor in person AND by submitting a request in Naviance. This should be done at least 3-4 weeks before the letter is needed. **ONLY request a letter if it is required or if you are borderline regarding the admissions criteria.** Check the individual college’s website to find out the requirements as each school is different.
- Students must complete the “Letter of Rec Request Survey” in Naviance and make a copy for each recommender. This is used to help recommenders draft their letters.
- Permission from the recommender is required to read or receive a copy of any letter(s) uploaded to Naviance.

List which recommendation letter(s) you would like sent with your transcript:

Recommender Name: __________________________ Recommender Name: __________________________
Recommender Name: __________________________ Recommender Name: __________________________
Recommender Name: __________________________ Recommender Name: __________________________

Your signature indicates that you understand the information on this form and that you give permission to Legend High School to release the requested documentation.

Student Signature: __________________________ Date: __________

POST GRAD OFFICE USE ONLY


Sent via: eDocs _____ Email _____ Faxed _____ Mailed _____ Date Sent: __________ By: __________