

Brockport High School
2018-2019 Application Tracking/Transcript Request Form

Name: _____ Counselor: _____

College: _____

Student Email Address: _____

IMPORTANT DEADLINES

The Counseling Office Requires **10 School Days** prior to the Application Deadline to process your application.

Please provide an accurate Due Date to ensure timely processing.

DO NOT COUNT WEEKENDS OR HOLIDAYS as your 10 days!

DUE DATE: _____

Please Circle One: **Regular Admission** **Rolling Admission** **Early Decision** **Early Action**

Did you remember to do the following?

- Create a Brag Sheet in Naviance - this is needed for all teachers/counselors for letters of recommendation.
- Update your Colleges you've applied to in Naviance - Mandatory
- Complete your Record Release Form (Found in Counseling Office)

1 APPLICATION (check one)

- Applied on-line via Common Application (www.commonapp.org)
- Applied on-line via SUNY website (www.SUNY.edu/student)
- Applied to MCC/GCC/FLCC
- Applied on-line via individual college or university website.

2 LETTERS OF RECOMMENDATION (TEACHER/COUNSELOR)

- Request Teacher and/or Counselor to write a letter of Recommendation (in person)
- Request Teacher on Naviance to write letter

3 STANDARDIZED TEST SCORES

SAT and/or ACT scores may be required for colleges. Upon your request we will send your UNOFFICIAL test scores to colleges. **If a college requires OFFICIAL test scores, please visit the following websites:**

- To send SAT scores (www.collegeboard.org)
- To send ACT scores (www.actstudent.org)

Check one:

- Send ALL of my UNOFFICIAL SAT and ACT scores
- Send only the following ACT and/or SAT Test Scores: _____
- Do NOT send any of my test scores. I will request to have my official test scores sent directly from the testing agency.**

FOR OFFICE USE ONLY

Date received: _____

Date to counselor: _____

Counselor Letter: Yes No

Date Mailed/emailed: _____

Submitted ONLINE: _____

Updated 7/23/18