



City Honors School

AT FOSDICK-MASTEN PARK

CITY HONORS SCHOOL
TRANSCRIPT REQUEST FORM

William A. Kresse, Ph.D. PRINCIPAL Tandy J. Hamilton ASSISTANT PRINCIPAL Angela R. Hannah ASSISTANT PRINCIPAL Carla L. McDow ASSISTANT PRINCIPAL

STUDENT NAME _____

HR# _____

SEND TO _____

HAVE YOU DONE THE FOLLOWING?

ADDRESS or FAX _____

_____ submitted a Resume

DEADLINE (please allow TWO WEEKS for office processing) _____

PLEASE FILL OUT A OR B

A) ONLINE APPLICATIONS

If applying to a college online, your counselor will submit the indicated materials. Students are responsible for sending all other supporting documentation.

How did you apply?

- ___ Online Common Application
- ___ Online SUNY Application
- ___ Directly to the college
- ___ Other (_____)

Documents to be sent:

- ___ Official Transcript*
- ___ Most Current Report Card
- ___ Mid-Year Grades
- ___ Other (_____)

- **Only 1 request form is required for students using the online Common Application applying to multiple colleges. List Common Application next to "SEND TO."**
- **Only 1 request form is required for students using the online SUNY Application. List SUNY Application next to "SEND TO."**

~ OR ~

B) PAPER APPLICATIONS

If applying to a college/scholarship using a paper application, your counselor will mail the indicated material. Students are responsible for sending all other supporting documentation.

___ **Send to a College** ___ **Send to a Scholarship**

Documents to be sent:

- ___ Application ___ Most Current Report Card ___ Mid-Year Grades
- ___ Official Transcript* ___ Counselor/School Report ___ Other (_____)

***AN OFFICIAL HIGH SCHOOL TRANSCRIPT INCLUDES UNOFFICIAL SAT/ACT SCORES. STUDENTS MUST CONTACT THE COLLEGE BOARD AND/OR ACT TO HAVE OFFICAL SCORES SENT.**

STUDENT SIGNATURE _____

DATE _____

PARENT SIGNATURE _____

DATE _____

OFFICE USE ONLY Date Rec'd _____ Date Sent _____ Date Sent _____ Mid-Year _____ Other (_____)

