

SCHOLARSHIP APPLICATION REQUEST FOR RECORDS (Orange Sheet)

Please submit to the College and Career Center, Room 1127

Name _____ Cell # _____ Counselor _____

Scholarship Name _____

Please check off the document requirements needed for the scholarship application:

- Transcript
- Counselor Letter of Recommendation
- Counselor Form
- Current Report Card
- Test Scores*
 - SAT (all test dates will be sent)
 - ACT (all test dates will be sent)

***Scores sent by our school will not be official scores. In order to send official scores, they must be ordered through www.collegeboard.com (SAT) or www.actstudent.org (ACT).**

The College and Career Center can mail/email out the documents or you can pick them up. Please indicate what you would like done with your documents:

- Student will pick them up from the College and Career Center
- The College and Career Center will mail or email the documents to the address below:

Scholarship Email or Mailing Address: _____

I give permission for my transcript and other supporting documents to be sent to the above scholarship program; I waive my right to access all letters of recommendation used for educational and employment purposes:

Student Signature/Date

Parent/Guardian Signature (if under 18) / Date

Any additional documentation, including but not limited to, 504, IEP and special education records, standardized testing and psychological reports, must be requested separately. Please see your counselor for these requests.

To meet your application deadline, please submit **10 school days before the deadline**. It is your responsibility to provide an accurate due date to ensure timely processing:

Due Date: _____

For office use only: Date Rec'd _____ Date to Counselor _____ Date Mailed _____ Date Picked Up _____