



# BTHS Transcript / School Document Request Form For College Applications

*Documents include: School Profile, School Report, Letters of Recommendations, and Transcript*

**\*\*Submit completed forms to Mrs. Mellerup\*\***

### Instructions

- You must complete one of these forms for each school you are applying to and submit it at least **10 school days** before the application deadline.
- **For Mailed Applications:** All application materials will be submitted online unless the college does not accept electronic documents. If the college does not accept electronic documents, do the following: Paperclip this sheet to an 8.5 x 11 brown envelope that is addressed to the specific college with 5 stamps on it, with the following items inside:
  - College specific school report forms (if applicable)
  - Response Card: a self-addressed and stamped postcard. On the back of the card write: “(College Name) has received application materials from Biotechnology High School for (Your Name).”

### Deadlines

| If your college app is due on: | Submit your request by: |  | If your college app is due on: | Submit your request by: |
|--------------------------------|-------------------------|--|--------------------------------|-------------------------|
| October 15, 2016               | September 28, 2016      |  | December 1, 2016               | November 15, 2016       |
| November 1, 2016               | October 18, 2016        |  | December 15, 2016              | December 1, 2016        |
| November 15, 2016              | October 28, 2016        |  | January 1, 2017 (or later)     | December 12, 2016       |

### Request Checklist

1. Did you already submit your application to this school?  Yes  No
2. Did you already submit a “Transcript Request” on Naviance for this school?  Yes  No
3. If the college requires documents to be mailed, did you include the additional items?  Yes  No  N/A

|  |  |
|--|--|
| <b>Student Name:</b>   |  |
| <b>Today's Date:</b>   |  |
| <b>College Name:</b>   |  |
| <b>Application Deadline:</b>   |  |
| <b>Application Submission Date:</b>  |  |
| <b>Application Type:</b>   | <input type="checkbox"/> Early Decision <input type="checkbox"/> Rolling <input type="checkbox"/> Regular<br><input type="checkbox"/> Early Action <input type="checkbox"/> Priority <input type="checkbox"/> Other: _____ |
| <b>How does the college accept documents?</b>  | <input type="checkbox"/> Electronic <input type="checkbox"/> Paper   |
| <b>Which teacher letters of recommendation do you want sent?</b>                     | Teacher 1: _____ Teacher 2: _____  |
| <b>Comments for counselor</b> (Does your application have any special requirements?) |  |

***Counselor Use Only - Do not write below this line***

|  |  |  |  |
|--|--|--|--|
| <input type="checkbox"/> BTHS Transcript (Initial) | <input type="checkbox"/> School Profile                            | <input type="checkbox"/> School Report | <input type="checkbox"/> Counselor Rec |
| <input type="checkbox"/> Teacher Recs              | <input type="checkbox"/> Other requested documents (if applicable) | <b>Date Sent:</b> _____                | <b>Counselor's Initials:</b> _____     |