

# WESTLAKE TRANSCRIPT TRACKING SHEET

This form is due at least 10 school days before the application deadline for your schools; it is your responsibility to be aware of holidays and how they might impact deadlines. Transcripts cost \$5/each, which covers the cost of sending the initial transcript, mid-year transcript (if applicable), and final transcript (transcripts are free to students who receive free or reduced lunch). By submitting this request, you and your parent consent to have your transcript shared with the colleges listed below. **In order for transcripts to match up electronically at their destination, applications must be complete – do not submit a transcript request unless you have completed your application.**

Name \_\_\_\_\_ Date \_\_\_\_\_

ID # \_\_\_\_\_ Cell Phone # \_\_\_\_\_ Counselor \_\_\_\_\_

Name of College/Scholarship \_\_\_\_\_

City, State \_\_\_\_\_

Application Deadline \_\_\_\_\_

- |   |                                       |   |
|---|---------------------------------------|---|
| <input type="checkbox"/> regular decision | <input type="checkbox"/> early action | <input type="checkbox"/> early decision ( <b>complete form in CommonApp</b> ) |
| <input type="checkbox"/> CommonApp        | <input type="checkbox"/> ApplyTexas   | <input type="checkbox"/> other online application                             |

Do you need a counselor's letter of recommendation? ☐ YES ☐ NO

(You and a parent must have completed the Student and Parent Questionnaires and emailed it to your counselor)

If you are in the Top 10% of your class, do you want us to send a **Statement of Rank** to this college? ☐ YES ☐ NO

## FOR OFFICE USE ONLY

Method of delivery: ☐ TReX ☐ Naviance ☐ Mail ☐ Other Date \_\_\_\_\_ Initials \_\_\_\_\_

If mailed, items sent: transcript, school profile, counselor letter

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**FOR OFFICE USE ONLY** Payment received: ☐ Cash ☐ Check # \_\_\_\_\_ Date \_\_\_\_\_ Amount \$ \_\_\_\_\_

☐ Student receives free or reduced lunch (initials: \_\_\_\_\_)

Name \_\_\_\_\_ ID # \_\_\_\_\_

Name of College/Scholarship \_\_\_\_\_

City, State \_\_\_\_\_

Application Deadline \_\_\_\_\_

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☐ CommonApp    ☐ ApplyTexas    ☐ other online application

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