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_____

ADDRESS or FAX_____

_____

HAVE YOU DONE THE FOLLOWING?

_____ **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 (_____)

www.cityhonors.org
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