

**2022-2023 REQUEST FORM**

Please fill this form out and return to the College Center. You will be billed for the fee via EZ Pay or you may pay by cash or check. **\$5 Official Transcript Fee for EACH college requested (\$15 for full page).**

**PLEASE PRINT** (1<sup>st</sup> Request needs 3 weeks to process. Please plan accordingly.)

Name: \_\_\_\_\_ ClassYear: \_\_\_\_\_

Student E-mail: \_\_\_\_\_ Student Cell Phone: \_\_\_\_\_

Birthdate: \_\_\_\_\_ Grade Level: \_\_\_\_\_ Counselor: \_\_\_\_\_

This is my **FIRST** request (Please circle one): **YES** **NO**

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

CA ID #: \_\_\_\_\_ I have linked NS with the CA \_\_\_\_\_ **Earliest** Deadline: \_\_\_\_\_

My Common App Email is: \_\_\_\_\_ My CA password is: \_\_\_\_\_

**There is a \$5 fee for EACH college listed on this form.** We accept cash or checks payable to **UAHS College Center.**

NOTE: Upper Arlington High School Transcripts do NOT contain any testing information, such as ACT, SAT, SAT Subject Area tests, AP, or IB scores. These scores must be sent directly through the testing organization. Transcripts report ONLY semester grades.

(IF ED: Counselor Signature: \_\_\_\_\_) I have attended another High School: \_\_\_\_\_  
Name/State and grade level

1. _____		
College Name	City and State	Due Date
I am applying via <b>Comm App</b>   <b>Coalition</b>   <b>College Website</b> This app is: <b>ED</b>   <b>EA</b>   <b>Priority</b>   <b>Rolling</b>   <b>Regula</b>		
<small>(Circle One)</small>	<small>(Circle One)</small>	
I need a written counselor recommendation: <b>yes no</b>		Send teacher recs from: _____

2. _____		
College Name	City and State	Due Date
I am applying via <b>Comm App</b>   <b>Coalition</b>   <b>College Website</b> This app is: <b>ED</b>   <b>EA</b>   <b>Priority</b>   <b>Rolling</b>   <b>Regular</b>		
<small>(Circle One)</small>	<small>(Circle One)</small>	
I need a written counselor recommendation: <b>yes no</b>		Send teacher recs from: _____

3. _____		
College Name	City and State	Due Date
I am applying via <b>Comm App</b>   <b>Coalition</b>   <b>College Website</b> This app is: <b>ED</b>   <b>EA</b>   <b>Priority</b>   <b>Rolling</b>   <b>Regular</b>		
<small>(Circle One)</small>	<small>(Circle One)</small>	
I need a written counselor recommendation: <b>yes no</b>		Send teacher recs from: _____

**OFFICE USE ONLY**

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Date: \_\_\_\_\_ Recd by: \_\_\_\_\_ Cash | Check

Counselor Initial: \_\_\_\_\_ Return Date: \_\_\_\_\_

Check # \_\_\_\_\_ Amount Paid: \_\_\_\_\_

VIA: CA/Coalition/eDocs US Mail Date: \_\_\_\_\_

Sent to Counselor: \_\_\_\_\_ Page \_\_\_ of \_\_\_\_\_

If Counselor Recommendation is required you will need the following: **Brag Sheet** (completed by parents) **AND College/Career Form for Counselors** (completed by student) must be returned to Counselor at least 3 weeks prior to first due date.

**Letter of Recommendation Student Information Form for Teacher** (completed by student for teacher recommender):

Word documents form are downloadable on the UAHS College Center website:

<http://www.uaschools.org/CollegeCenter.aspx>

All documents should be completed 3 weeks BEFORE the first college deadline and in Canvas sent via email to either your counselor or teacher recommender.

### **HIGH SCHOOL RESUME**

A resume of High School activities should be completed for your counselor, if they are writing a letter of rec. It should include school or community activities, jobs, hobbies, travel experiences, special talents, leadership positions, summer educational experiences, volunteer activities or other time involvements you feel have been beneficial. Keep it to one sheet of paper. (You may print on both sides) The High School resume will also be helpful as you fill out your college applications.

### **TESTING INFORMATION:**

Please be aware that it is the **student's responsibility to send ACT, SAT, or SAT Subject Area Test scores** to the colleges/universities or scholarship organizations where you are applying. Note: These can take **2-3 weeks to be delivered to the college/university. Scores are NOT included with your transcript. Do not delay!**

The web address to send ACT scores is: [www.actstudent.org](http://www.actstudent.org)

The web address to send SAT or SAT Subject Area Test scores is: [www.collegeboard.org](http://www.collegeboard.org)

Each of these organizations charges a fee to send scores to a specific college organization. The fees are typically about \$12 per set of scores sent. Colleges will ALWAYS use the best scores that they have to review with your application.

### **COMMON APP Matching:**

You must complete the FERPA Release Authorization on the Common App (CA) website if you are applying to a CA school. **The College Center recommends that you say 'I waive my right to review...'** It makes you appear more confident in your recommenders and at most colleges you would not be permitted to read the letters until after you enroll, if you retain that right.

You must 'match' your CA account with your student Naviance Student (NS) account. This is done by logging into a NS student account **clicking on the "colleges" tab clicking on the "colleges I'm applying to" link.** You will see a red box that says 'match accounts'. Click on that box. You will see 'Common App E-Mail Address' Box. In the middle of the box you will enter the email address you used to create an account on the CA. After you put in your email, click the "match accounts" button. Please include your CA email and password for your account on the front side of this form.

### **LETTERS OF RECOMMENDATION:**

You must **"link" your teachers to your Naviance Student account in order for your recommender to be able to submit electronic recommendations to your colleges.** Do this by logging into your 'student' NS account, click on the 'colleges' tab under 'my colleges,' look down and you will see "Apply to College" and then click on the "Letters of Recommendation" link click "add request" button and select teacher using the drop down menu submit request. DO NOT request a teacher until you have talked to them in person and received their affirmation that they will write you a letter. DO NOT cancel your request without talking to the teacher first. Do not ask more teachers for recommendations than you actually need. **For a more detailed description of the Teacher Recommendation request process please visit UAHS College Center website – Senior Form/Info.**

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