

## Saucon Valley High School Transcript Request Form

Name \_\_\_\_\_ Counselor \_\_\_\_\_

College/Organization \_\_\_\_\_

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

\_\_\_\_\_ I have placed my transcript request in my Naviance Student account

\_\_\_\_\_ I sent my SAT/ACT scores

### **I have applied through:**

\_\_\_\_\_ Common App

\_\_\_\_\_ The School's Online Application

\_\_\_\_\_ Paper Application

\_\_\_\_\_ Coalition

### **I am applying to the college using the following application option:**

\_\_\_\_\_ Regular Decision

\_\_\_\_\_ Early Action

\_\_\_\_\_ Rolling Admission

\_\_\_\_\_ Early Decision (Counselor Approval Required)

### **Recommendation Letters:**

\_\_\_\_\_ I am requesting a counselor recommendation for this college/university and have completed the Counselor Recommendation Form

\_\_\_\_\_ If required, I have requested teacher recommendations through Naviance Student

### **If you applied through Common App:**

\_\_\_\_\_ I have matched the FERPA Waiver on my Common App account

\_\_\_\_\_ I have matched my Common App account to my Naviance Student account

Signature \_\_\_\_\_ Date \_\_\_\_\_

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## Naviance Student Submissions Symbols

On your list of ‘colleges I’m applying to’ in the column labeled ‘Submissions,’ you will see one of five symbols identifying whether the college has its own application and/or accepts the Common Application and whether it accepts online transcripts or transcripts must be mailed:



School-specific application; accepts paper transcripts only; must provide envelope/label



School-specific application; accepts online transcripts; no envelope/label necessary



Common Application; accepts online transcripts; no envelope/label necessary



College accepts Common Application or school-specific application; student has indicated using school-specific application; no envelope/label necessary



College accepts Common Application or school-specific application; student must indicate which application will be used; no envelope/label necessary

**IF YOU ARE MAILING YOUR TRANSCRIPT, YOU MUST PROVIDE YOUR COUNSELOR AN ENVELOPE WITH THE COLLEGE’S ADDRESS AND POSTAGE.** Students only mailing a transcript can use a legal size envelope with one stamp. Students who need recommendations and secondary reports sent should use a large envelope with three stamps. Please allow up to 10 days from the time we receive your application materials until it is mailed.

Saucon Valley High School  
2100 Polk Valley Rd  
Hellertown, PA 18055



Penn State University  
Office of Admissions  
201 Shields Building  
University Park, PA 16802

