

**JAMES I. O'NEILL HIGH SCHOOL**  
GUIDANCE DEPARTMENT  
PO BOX 287  
HIGHLAND FALLS, NY 10928  
845-446-4914  
FAX: 845-446-2138

**TRANSCRIPT REQUEST FORM USING NAVIANCE**

**Name of Student:** \_\_\_\_\_ **Date of Request:** \_\_\_\_/\_\_\_\_/\_\_\_\_

I hereby request that my official high school transcript, which includes course grades and Regents exam scores, be sent to the college(s) below using Naviance:

**Name of College(s):** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**How did you apply?**     I used Common App             I did not use Common App

**PLEASE NOTE:** It is the student's responsibility to arrange to have his/her SAT and/or ACT scores sent directly from the testing agency to the college admission office. This can be done online at [sat.collegeboard.org](http://sat.collegeboard.org) or [www.actstudent.org](http://www.actstudent.org).

**Signature of Student:** \_\_\_\_\_ **Signature of Parent:** \_\_\_\_\_

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**FOR OFFICE USE ONLY**

**Items Included:**

- Transcript (# of semesters included: \_\_\_\_\_)
- School Profile
- Counselor Recommendation
- School Report
- Teacher Recommendation #1 (\_\_\_\_\_)
- Teacher Recommendation #2 (\_\_\_\_\_)
- Teacher Recommendation #3 (\_\_\_\_\_)
- Student Application
- Fee
- Student Essay(s)
- Student Activities Sheet
- Other \_\_\_\_\_

<p><b>Date Sent:</b> ____/____/____</p> <p><b>Sent Electronically By:</b></p> <p>_____</p>
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