

# WESTLAKE TRANSCRIPT TRACKING SHEET

This form is due at least 2 weeks before the application deadline for your schools. There is a \$5 fee per transcript (there is no fee for students who receive free or reduced lunch). This covers the cost of sending the initial transcript, mid-year transcript (if applicable), and final transcript. By submitting this request, you and your parent consent to have your transcript shared with the colleges listed on this sheet of paper. **In order for transcripts to match up electronically at their destination, students must have completed their application – do not submit a transcript request unless you have already completed your application.**

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

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

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

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

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

- regular decision
- early action
- early decision (complete form in CommonApp)
- CommonApp
- ApplyTexas
- other online application

Do you need a counselor's letter of recommendation?  YES  NO  
(You and a parent must have completed the Student Form and Parent Form and given 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  Mail  Other Date \_\_\_\_\_ Initials \_\_\_\_\_

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**FOR OFFICE USE ONLY** Payment received:  Cash  Check # \_\_\_\_\_ Date \_\_\_\_\_ Amount \$ \_\_\_\_\_  
 Student receives free or reduced lunch (initials: \_\_\_\_\_)

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

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