

# WESTLAKE TRANSCRIPT TRACKING SHEET

This form is due at least 2 weeks before the earliest 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.

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

YES     NO

Do you want a **counselor's letter of recommendation?** (You and a parent must have completed the Student Form and Parent Form and given it to your counselor)

YES     NO

Are you in the **Top 10%** of your class? If yes, do you want us to send a **Statement of Rank** to this college?     YES     NO

## FOR OFFICE USE ONLY

Method of delivery:     TReX     eDOCS     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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