

# College Processing Request



## **St. Cecilia Academy** **College Counseling Office**

For EVERY college application:

Complete the top section of this form AND the Transcript Release Request. Both forms must be submitted at the same time, and both must be filled out completely.

**Incomplete forms will not be processed.** Return both forms, with any necessary attachments, to the Guidance Office.

Application Deadline: \_\_\_\_/\_\_\_\_/\_\_\_\_ (if any)

College admission type: (check one)

- Rolling
- Regular
- Early Decision
- Early Action

Common Application?

- YES, I used/will use the Common App
- NO, I used the school's own application

Scholarship Application Only \_\_\_\_

Student's Full Name: \_\_\_\_\_

Name of College/Scholarship Organization: \_\_\_\_\_

Mailing Address of College/Organization: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

I would like the following sent (in addition to transcript, senior schedule and School Profile):

- Common App Secondary School Report/SSR (attached) and Recommendation Letter
- College's Own SSR/Counselor Recommendation (required form attached) and Recommendation Letter
- Counselor Recommendation Letter Only (no official school form required)  
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- Transcript, senior schedule and School Profile only

### **Office Use Only**

**Do not write below this line.**

Date request received: \_\_\_\_\_ Initials \_\_\_\_\_

Date materials were mailed: \_\_\_\_\_ or electronically submitted: \_\_\_\_\_ Initials \_\_\_\_\_

These items were submitted on behalf of the student:

- Secondary School Report (SSR) – school specific – and Recommendation Letter
- Common App SSR and Recommendation Letter
- Recommendation Letter only
- Transcript and Senior Schedule
- School Profile