

For Counselor Use:
Date Submitted by Student: _____
Date Completed: _____

COMMON APPLICATION SCHOOLS

Saugus High School

Transcript Request Coversheet

To Student: You must turn in a Completed Coversheet before we can submit your materials online!

Student Name: _____ **Student E-Mail:** _____

List the Colleges/Universities to which you are applying via the Common Application:

- | | |
|----------|-----------|
| 1. _____ | 6. _____ |
| 2. _____ | 7. _____ |
| 3. _____ | 8. _____ |
| 4. _____ | 9. _____ |
| 5. _____ | 10. _____ |

Earliest Application Deadline: _____ (circle one): EA/ED/RD/Rolling

Attach the following to this coversheet:

- Counselor Recommendation (Invite Counselor under “School Forms”)**
- Teacher Recommendation (Invite Teachers under “School Forms”)**
- SAT scores sent directly from www.Collegeboard.com.
Saugus High School CEEB Code: 221-885. It is your responsibility to log into your account to make sure these have been sent.**

*If the College/University to which you’re applying requires your mid-year grades, include a small stamped envelope with this packet.

To allow this process to be completed correctly and punctually, make sure you have

- Passed in everything TOGETHER
- Given out & collected your teacher recommendation forms
- Checked to see if the major to which you’re applying requires additional information (Example: Art/Photograph Portfolio)