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

NON-COMMON APPLICATION SCHOOLS
Saugus High School Transcript Request & College Application Coversheet:

To Student: You must turn in 1 Completed Coversheet per College/University.

Student Name: _____ Student E-mail: _____

Name of College/University: _____

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

Attach the following to this coversheet:

- ☐ Large Envelope Addressed to College. Print College/University address NEATLY in center of envelope.
- ☐ Return Address printed NEATLY in top left-hand corner of envelope:
  Saugus High School
  Pearce Memorial Drive
  Saugus, Ma 01906
- ☐ Minimum of 4 stamps per envelope. Keep stamps separate as your counselor will weigh envelope and apply stamps as needed.
- ☐ Complete, Signed Application with check (unless submitted online)
- ☐ Essay (Unless submitted online)
- ☐ Counselor Recommendation
- ☐ Teacher Recommendation
- ☐ **Had your 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.**

*** Your Guidance Counselor will include your *Official High School Transcript* in your packet before mailing.**

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 your applying requires additional information (Example: Art/Photograph Portfolio)

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