

# Rockbridge County High School Counseling Office

## College Application Request From “Blue Sheet”

STUDENT’S NAME \_\_\_\_\_ COUNSELOR’S NAME \_\_\_\_\_ DATE \_\_\_\_\_

Student’s email address: \_\_\_\_\_ Parent/Guardian email address: \_\_\_\_\_

This form MUST be completed and signed before the RCHS Counseling Office will release a copy of your transcript. Please list all post-secondary institutions that you intend to apply to in the spreadsheet below and return this form to Ms. van Ravenswaay. If you need additional space, please use another sheet. You may update this form at any time with Ms. van Ravenswaay as it is crucial that you notify us of changes in schools or deadlines ASAP! Students are responsible for requesting their own transcripts through their [www.parchment.com](http://www.parchment.com) accounts. If you need assistance, please see Ms. van Ravenswaay or your school counselor. Additionally, information and tutorials are available on our website. **We strongly recommend that students request that a copy be emailed to themselves through Parchment in order to verify the accuracy of their academic record before submitting requests to have it sent to colleges.**

College Application Deadline:  List below:	Name of the School You Are Applying to:	Are you applying using the <i>Common Application</i> ?  (Yes or No)	Do you want your counselor to send a letter of recommendation?  (Yes or No)	For Counseling Use Only		
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**Disciplinary Report Policy:** Many colleges request information from the high school about disciplinary violations and/or academic misconduct. If you have been suspended it will be reported to a requesting college or university. Applicants are expected to notify colleges in the event of changes to their applications, including disciplinary/academic actions that occur after an application is submitted. Likewise, your school counselor is required to report any significant changes to your academic or discipline status between your application date and graduation. By signing below, I acknowledge that I have reviewed the information and policies on this form and permit Rockbridge County High School to release my/my student’s transcript and any additional information, forms, or letters of recommendation for the purposes of college admissions. I understand that it is the student’s responsibility to adhere to RCHS deadlines to ensure ample time for completing, processing, and sending required documentation.

Student Signature \_\_\_\_\_ Parent Signature\* \_\_\_\_\_

\*Required if student is under 18 years of age