



**OUR LADY OF MERCY SCHOOL FOR YOUNG WOMEN  
2021-2022 TRANSCRIPT REQUEST FOR COMMON APPLICATION AND ELECTRONIC SUBMISSIONS**

**For successful processing it is mandatory to request your transcript through Naviance in addition to completing this form\***

STUDENT NAME: \_\_\_\_\_ HOMEROOM: \_\_\_\_\_ COUNSELOR NAME: \_\_\_\_\_

INTENDED PROGRAM OF STUDY (Psychology, Undecided, etc): \_\_\_\_\_

I give permission for my transcript and other supporting documents to be sent to the college listed below. I waive my right to access all letters of recommendations used for educational and employment purposes.

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

\_\_\_\_\_  
*Date*

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

\_\_\_\_\_  
*Date*

**PLEASE SEND TRANSCRIPT TO:**

| <u>College/University Name</u><br>(List separately) | <u>Admission Plan You Have Chosen +</u> | <u>College Deadline *</u> | <u>Are you Using the Common Application?</u><br>(Y/N) |
|---|---|---------------------------|---|
|   |   |                           |   |
|   |   |                           |   |
|   |   |                           |   |

**You must order official test scores through SAT or ACT directly and have them forwarded to the college. AP scores are not recorded on your high school transcript. Mercy does not send AP scores to the colleges. They must be sent directly by College Board.**

**\*Please allow up to 3 weeks (15 school days) from date of submission to date of application processing**

**PLEASE SEND LETTERS OF RECOMMENDATION WITH MY APPLICATION TO ALL COLLEGES LISTED ABOVE:**

Please list teachers in order of first, second, third choice

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_ Did you request a fee waiver from your counselor? Y\_\_N\_\_

**FOR OFFICE USE ONLY:**

**Signed transcript complete** \_\_\_\_\_ **Appointment Scheduled w/Counselor** \_\_\_\_\_

**FERPA Completed** \_\_\_\_\_ **Common App Matched** \_\_\_\_\_

Date Received: \_\_\_\_\_ Date Due: \_\_\_\_\_ Date Sent: \_\_\_\_\_

**+ Admission Plans:**

EA = Early Action  
ED = Early Decision  
RD = Regular Decision  
Roll = Rolling  
PR - Priority