**Application Checklist
\*This form should be turned in to your guidance counselor OR their secretary for every school you apply to.**

-Use this checklist to indicate to your counselor what documents need to be sent to each school you are applying to. Use a separate form for each school that you apply to.
-If you applied using the Common Application, you do NOT need to complete this form. All requests will be electronically sent through the Common App, but you still must have a signed transcript release form on file.

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ID#: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**School you are applying to: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Check the items that need to be sent to this school:**

* **Transcript**(If requesting a transcript, be sure you have a transcript release form signed and on file with your counselor.)
* **Fee Waiver**(If requesting a fee waiver, be sure it is turned in together with this form and the “student” portion is completed and signed.)
* **Counselor Letter of Recommendation**(Check this box if you are requesting your counselor to include a recommendation letter for you.)
* **Teacher Letter of Recommendation(s)**(Check this box if you are requesting a recommendation letter from a teacher and would like your counselor to wait until they receive it to send in your documents. Be sure to have the teacher send their recommendation to your guidance counselor. DO NOT check this box if the teacher is going to send the recommendation directly to the school.)

**Date Received: \_\_\_\_\_\_\_\_\_ Date Sent: \_\_\_\_\_\_\_\_\_**