

## **Transcript Requests: Private College Applications**

The Registrar and I are working to process transcript and school recommendation requests promptly and efficiently. The transition to electronic submission of transcripts to Common Application colleges has solved many of the problems we grappled with in the past: documents lost in the mail, slow processing and posting of paper documents at college admissions offices, and uncertainty about when a document was mailed and/or received. However, it is imperative that Seniors submit transcript requests for private/independent colleges to the College & Career Center, not the Registrar. Pat Brands will determine if a school recommendation is required, and if not, promptly forward the student's request to the Registrar for processing.

Many faith-based private colleges do not provide a form for the high school to complete; the student simply gives us a stamped envelope addressed to the Admissions Office of the college (no return address), and completes our transcript request form, available at the Career Center or Registrar's Office. For Common Application colleges, the student lists only the member college with the earliest application deadline on the transcript request form. Stamped envelopes are not needed for Common Application colleges; however, the student must complete the electronic Common Application – not the paper version – and “invite” Pat Brands, via e-mail, to electronically submit the school report and transcript. The invitation should be sent *after* the applicant has completed the part of the Common Application that requires typing in the courses he or she is enrolled in this year.

Seniors applying to private colleges with Nov. 30 or December 1 deadlines should bring their transcript request form, completed Personal Data Form, and stamped envelopes (if necessary) to the College & Career Center the week of November 2<sup>nd</sup>. For the University of Southern California (12/1 priority deadline), please provide a stamped envelope, plus copies of USC forms #4 and #7. E-mail Pat Brands to obtain the Personal Data Form or transcript request form: [brandsp@mdusd.k12.ca.us](mailto:brandsp@mdusd.k12.ca.us) .