



SAINT RAPHAEL ACADEMY

123 Walcott Street | Pawtucket, RI 02860-3256

Voice: 401-723-8100 | Fax: 401-723-8740

www.SaintRays.org

College Transcript Request Form

Please complete one of these forms for each college to which you are applying and bring with your application materials. After this form has been submitted, the Guidance Department will send the following information to colleges: transcript, high school profile, letters of recommendation and applicable form. Please inform your guidance counselor if colleges request your quarter grades.

Name: _____ Signature: _____
(Required for release of your transcript)

College Name: _____

Application Deadline: _____

Application Program: Early Action / Early Decision / Regular

Type of Application: Common Application / College's Own Application

Transcript Request Checklist:

- Completed paper college application.
- Submitted college application online.
- Signed application by student and parent, if required.
- Application fee (check or money order payable to the college) or paid online.
- Essay (if required) or sent online.
- Sent official SAT scores to the college through the College Board.
- Regular White Envelope – addressed to the college with two \$.44 stamps and the following return address: St. Raphael Academy, 123 Walcott Street, Pawtucket, RI 02860.
- Guidance counselor recommendation form or Secondary School Report form, if applicable.
- \$3.00 (if this is more than your third application).
- Teacher(s) who have agreed to write a letter of recommendation:

MID YEAR AND FINAL GRADES ARE AUTOMATICALLY SENT TO COLLEGES

For office use:

Date received: _____

Date sent: _____