

Marine Academy of Technology and Environmental Science

Transcript Request Form

CEEB Code: 311473

**Directions and deadlines for completing the transcript request are on the back of this page.*

Counselor: _____ ___ Freshman ___ Sophomore ___ Junior ___ Senior

Last Name: _____ First Name: _____ MI: _____

Recommenders: _____

Date of request	Application due date	Application Type (please check one)			College/Scholarship/Program	Intended Major	Application Method (please check one)	
		Regular Decision	Early Decision	Early Action			Common Application	Other
					Name: _____			
					Name: _____			
					Name: _____			
					Name: _____			
					Name: _____			
					Name: _____			
					Name: _____			
					Name: _____			

Parent Signature

Student Signature

STUDENT TRANSCRIPT REQUEST PROCESS

Transcript requests for November 1st and November 15th college application deadlines must be submitted by OCTOBER 14th.

ALL transcript request forms and application materials must be submitted to guidance NO LATER than OCTOBER 28th.

1. Complete the transcript request form. Be sure a parent/guardian has signed at the bottom.
2. IF YOUR SCHOOL HAS A MAIL-IN APPLICATION ONLY: Address an envelope to each college for which you are requesting a transcript. Use the brown 10 x 13 envelope and attach 4 stamps, three stamps if sending to Ocean County College. Place a label with the College/University's name and address on the front of the envelope along with a label on the upper left hand side with the MATES Address. (listed below) The label size should be 1" x 2 5/8" (ex. Avery Label #5160) in Times New Roman font. Both the address label and the MATES return address label should be the same size. After you return the transcript request form and envelopes with labels and stamps, to your counselor, a complete packet will be sent to each college.
3. After your transcripts have been sent, this transcript request form will be filed in the student's college folder. When you wish to request additional transcripts, you must complete a new form and return it to your counselor. You may use as many as you need. The transcript request form is our record of what transcripts have been sent.
4. ***You must request a transcript online through your Naviance account in addition to completing this document.***

Reminders:

- Please allow a **minimum of 10 school days** to processing your request. Be sure you are aware of application deadlines so you allow the maximum amount of time for processing your request.
- Official transcripts and/or letters of recommendation **will not** be given to either parents or students to hand carry or mail.
- Mid-year reports and final reports are sent by the Guidance Office. Students do not need to request these transcripts separately.
- NCAA Initial Eligibility Clearinghouse information may be obtained in the Guidance Office. Students need to register with the Clearinghouse the summer before their junior year.
- Be sure to send your SAT/ACT scores directly from College Board and ACT. Scores are NOT sent from MATES and do not appear on your MATES transcripts.

Contact Information: Mrs. Kate Beacham (609) 978-8439 ext. 4013 Mrs. Julia Giglio-Stork (609) 978-8439 ext. 4019

Fax number (609) 978-8540

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