

TRANSCRIPT AND RECOMMENDATION TRACKING FORM

	COUNSELOR	TEACHER 1	TEACHER 2	TEACHER 3	OTHER 1	OTHER 2
RECOMMENDER NAME						
Request Made						
Earliest Date Forms Due at Colleges						
Interview with Recommender?						
Date Forms Due to Recommender						
Date Packets Given to Recommender (contents below)						
Cover Letter (your own or your high school's form)						
A Stamped Addressed Envelope for Each College						
College Recommendation Forms						
Information Requested by Recommender						
Resume						
Postcard to Self						
Postcard Received						
Thank You Note Sent						

Transcripts will be: _____ Sent with Counselor Recommendation _____ Enclosed with my Application

_____ Transcript ordered and checked for accuracy

_____ Official transcripts ordered