


TRANSCRIPT REQUESTS WITH GOOGLE FORMS

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FENTON'S TRANSCRIPT REQUEST PROCESS

1. Submit Application
 2. Add school to "Colleges I'm Applying to" list
 3. Submit Transcript Request Form
- Minimum of 2 school days to process requests
 - Minimum of 2 weeks for Rec Letters
 - Counselors send all electronic transcripts and rec letters

HOW THE FORM WORKS

- **First Link listed on homepage in Naviance**
 - **Form collects all needed Information**
 - **After student submits the form they are immediately sent a confirmation email**
 - **Counselor is immediately sent an email**
 - **Data is collected in a Google Sheets Spreadsheet that all Counselors have access to**
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WHAT THE FORM LOOKS LIKE

Transcript Request Form

Transcript Requests' Spreadsheet



QUESTIONS???

