**Senior Transcript**

Students may access their transcript in ASPEN for review.

Official transcripts may be requested by completing a form in guidance—“Senior Transcript Checklist and Authorization”—and providing a stamped, addressed envelope to the Guidance Secretary, Mrs. Larendeau.

Students who use CommonApp for applications to colleges/universities will automatically have transcripts uploaded by their counselor once the counselor has been “invited” by the individual student.

**Letters of Recommendation**

Students should begin to think about which teachers to ask for recommendation letters in the spring of their junior year.

Most schools require a recommendation letter from your guidance counselor.

Put together a “resume” early in senior year. (See sample form). It is a helpful tool to give to teachers, coaches, employers and your counselor when you ask them to write a recommendation letter.

Make sure you list all of the activities you have been involved in from grades 9-12. Include: clubs, activities, sports, projects, jobs, community service, honors/awards. You may want to include skills you have (i.e. artistic, languages).