

HTHS Guidance Request Check List

(Please fill out a form for everything you submit to guidance.)

Student Name_____ Date Received_____

DEADLINE DATE:_____

- College Application
- Scholarship Application
- Summer Program / Contest

Mail to:

Recommendation Letters:

1. _____
2. _____
3. _____

Materials Included:

- ___Application ___Date Application sent on line
- ___Essay ___No essay needed
- ___Resume ___None
- ___Check ___No check needed / cc on line
- ___Return postcard
- ___Addressed Envelope & 7 stamps (unattached)

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(Do not write below this line / school use only)

- Counselor Recommendation
- School Portion of Application ___NONE
- HS Transcript w/ seal
- Additional Information included _____
- Recorded in Database

___Date processed Reviewed by_____

___Date Mailed Mailed by_____

Comments