

College/Scholarship Cover Sheet

Name _____

Homeroom _____

Date by which you need these documents prepared _____

Name and Address of College or Scholarship

Check all items you wish to be sent:

____ **College/scholarship application or counselor report form (must attach)**

____ **Official High School Transcript**

____ **1st quarter report card**

____ **2nd quarter report card**

____ **Counselor letter of recommendation**

____ **Teacher letter of recommendation from** _____

____ **Teacher letter of recommendation from** _____

____ **Other letter of recommendation from** _____

____ **Resume (must attach)**

- **Extra-curricular, sports, community service & employment history**

____ **Other documents (please explain)**

To be completed when documents are picked up:

Counselor Signature _____ **Date** _____

Student Signature _____ **Date** _____