



<b>Office Use Only</b>
_____
<b>Date Received</b>
_____
<b>10-Day Due Date</b>

### College Documentation Request Form

Please submit the College Document Request Form at least 2 weeks before your deadline. Keystone requires 10 business days for processing and mailing. College forms are mailed USPS Priority Mail. If expedited shipping is needed, there will be an additional charge of \$20 for Next Day Delivery. Please be sure the form is filled out completely and accurately. Incomplete or incorrect forms may cause delays in processing. Applications that require teacher evaluations may take additional time to process.

**Student Name** (print) \_\_\_\_\_ **Student ID** \_\_\_\_\_ **Phone** \_\_\_\_\_

**College Name** \_\_\_\_\_

**College Address** \_\_\_\_\_

\_\_\_\_\_

_____
<b>Application Deadline</b> (if applicable)
_____
<b>Early Decision Date</b> (if applicable)

The first and second College Document Requests are sent at no charge. There is a fee of \$20 for each additional request. Please check one:

1<sup>st</sup> Request  2<sup>nd</sup> Request  3<sup>rd</sup> Request  4<sup>th</sup> Request  5<sup>th</sup> Request

<b>Please indicate form</b>
<input type="checkbox"/> Official Transcript
<input type="checkbox"/> Secondary School Report
<input type="checkbox"/> Mid-year Report

### Letters of Recommendation

Please list teachers who you have requested letters from

Course \_\_\_\_\_ Teacher Name \_\_\_\_\_

Course \_\_\_\_\_ Teacher Name \_\_\_\_\_

Students must request letters of recommendation directly from their teacher. Please ask the teacher(s) to send a copy of the recommendation letter to Guidance. Please note that families do not have access to recommendations on file in the Guidance Office.

### Payment Information

Check/Money Order  Visa  MasterCard  Discover  Amex

Card Number \_\_\_\_\_ Exp \_\_\_\_\_ CVV# \_\_\_\_\_

Cardholders Name \_\_\_\_\_

Signature \_\_\_\_\_

Please submit form to: The Keystone School  
 Attn: Guidance Department  
 920 Central Road, Bloomsburg, PA 17815  
 Or email to: [guidance@keystonehighschool.com](mailto:guidance@keystonehighschool.com)  
 Or Fax to: 570-784-2129