



MIDDLETOWN HIGH SCHOOL  
130 Valley Road  
Middletown, RI 02842  
Phone: (401) 846-7250 FAX: (401) 849-7170

**GUIDANCE PACKET REQUEST FORM**

**STUDENT:** \_\_\_\_\_ **TODAYS DATE:** \_\_\_\_\_

**Complete name and address of College/University/Scholarship you wish for your information to be sent to:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Application has been sent (check): ONLINE: \_\_\_\_\_ BY MAIL: \_\_\_\_\_

APPLICATION DATE SENT: \_\_\_\_\_

**Request for: (check each item needed for completion)**

- \_\_\_\_\_ Transcript(s)
- \_\_\_\_\_ Counselor Narrative/Recommendation  
(Any student requesting a counselor recommendation must have a resume on file with his/her guidance counselor)
- \_\_\_\_\_ Secondary School/High School Report Form (please attach)
- \_\_\_\_\_ Middletown High School Profile

**Application checklist: Prior to sending your applications be sure to:**

- Submit signed Authorization for Release of Records
- Sign and date your application
- Enclose application fee (if required)
- Include necessary teacher recommendation letters/forms
- Attach a resume of extracurricular activities if appropriate
- Proofread all essays
- Release/send SAT/ACT scores directly from College Board or ACT

**PLEASE BRING COPIES OF COLLEGE ADMISSION DECISION LETTERS TO THE GUIDANCE OFFICE CENTER UPON RECEIPT.**

DATE PROCESSED: \_\_\_\_\_  
Office Use Only

Mission Statement: Middletown High School is an educational community committee to provide the academic, civic and social tools essential for the future success of our students.

“The Middletown Public Schools is an equal employment opportunity affirmative action employer.”