



REQUEST FOR OFFICIAL TRANSCRIPT

Student Name: _____ Student ID #: _____

Transcript Recipient: _____

(Name of college, scholarship, organization, military personnel, company, etc.)

Transcript must be received by (deadline date): _____

How does your transcript need to be sent? (Check one option)

MAILED (You will need to also include a **stamped, addressed** manila envelope. These bigger envelopes require 4 postage stamps.)

Mailing address where transcript should be sent:

SUBMITTED ONLINE

Select the online program you are using:

Common App

College Coalition

Send EDU

Common App

Other: _____

I WILL PICK UP

*Student initial at time of pick up:

Student Signature

Parent Signature

COUNSELOR USE ONLY

Date Request Received:

Time:

Date submitted:

Items included: Transcript

Other:

Report Card

School Profile

Letter of Recommendation