

**REQUEST FOR OFFICIAL TRANSCRIPT**

“TRANSCRIPT” INCLUDES SAT/ACT SCORES, CURRENT REPORT CARD, SCHOOL PROFILE

Student Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_

First Period Teacher: \_\_\_\_\_

Do you plan on participating in collegiate sports?  Yes  No

**Transcript must arrive by:** \_\_\_\_\_

Transcript is needed for:

**Send transcript to:**

College application

Scholarship application

NCAA Clearinghouse

Military

Other: \_\_\_\_\_

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

**ITEMS SUPPLIED BY STUDENT:**

- \_\_\_\_\_ application
- \_\_\_\_\_ application done online DATE: \_\_\_\_\_
- \_\_\_\_\_ letters of recommendation
  - Teacher name \_\_\_\_\_
  - Teacher name \_\_\_\_\_
- \_\_\_\_\_ essay
- \_\_\_\_\_ resume
- \_\_\_\_\_ counselor report

**COMPLETE  
TRANSCRIPT PACKET  
MUST BE TURNED IN AT  
LEAST 10 SCHOOL DAYS  
PRIOR TO DUE DATE**

\_\_\_\_\_  
Student Signature

Four (4) postage stamps required  
**\*9”x12” manila envelope preferred**  
**Not Required for Online Requests**

\_\_\_\_\_  
**\*Parent Signature –**  
**Required For Online Submission**

**INCOMPLETE APPLICATION PACKET WILL NOT BE ACCEPTED BY  
GUIDANCE COUNSELOR**

**GUIDANCE USE ONLY**

Date request received:

Time:

Date mailed:

Items included:

- \_\_\_\_\_ application      \_\_\_\_\_ check (#      )      \_\_\_\_\_ ltr. Of rec.      \_\_\_\_\_ SAT/ACT
- \_\_\_\_\_ transcript      \_\_\_\_\_ report card      \_\_\_\_\_ school profile      \_\_\_\_\_ resume
- \_\_\_\_\_ essay      Other items: \_\_\_\_\_

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

**Student Signature at time of pick-up** \_\_\_\_\_ **Date** \_\_\_\_\_

## COLLEGE TRANSCRIPT REQUESTS

***\*MUST BE REQUESTED 10 WORKING DAYS BEFORE DATE DUE\****

1. Fill out transcript request form completely. **Parent signature is required for online submission of transcripts.**
2. Envelope with 4 stamps addressed to the college's admission office. **Not required if application is submitted online.** A 9"x12" manila envelope is preferred.
3. All materials needed for admission into any particular college (application, letters of recommendation, student essay, etc.) need to be gathered by the student first, then given to guidance counselor so they can add the transcripts and send EVERYTHING together, officially sealed, to the college. \*Sending information in pieces to colleges is not recommended.
4. Every college is different so you must be clear with your guidance counselor on any additional information that needs to be sent with transcripts (for example, counselor form or letter of recommendation). Some students may apply online and only need the counselor to send transcripts. It is recommended that you make a copy of an online application for your records. Some students may have a hard copy of an application that is completed and given to counselor to send with transcripts. Other students may apply online to a college but need letters of recommendation sent with the transcripts – again it depends on the college.
5. Student must be specific on items to be sent as well as a due date, on Transcript Request Form.
6. It is important that the student make sure that their application and all pieces are completely done before turning it in to the guidance office. The Guidance counselor has many applications to be completed and wants to make sure that everything is complete for the success of each student.
7. Please remember that blank "letter of recommendation" forms are in the guidance office for a student to fill out and give to any one from whom they are requesting a letter. The guidance department is happy to copy a completed form for the student to give to teachers, etc.