

TRANSCRIPT REQUEST FORM

I am requesting that a copy of my transcript (academic record) be prepared for the purpose listed below. I understand that the transcript includes the names and semester grades of all courses taken for high school credit. The transcript may also contain standardized testing scores, including SAT, ACT, PSAT, Advanced Placement Exams, etc. (SAT score labels no longer come to the school from College Board – an attempt will be made to find these scores, but can't be guaranteed.) Please check with the college you are applying to for specific guidelines regarding test scores.

PLEASE PRINT:

Last Name: _____

First Name: _____ M.I. _____

Maiden Name (if applicable): _____ Date of Birth: _____

Year of Graduation: _____

Give the name(s)/address(es) of the institutions(s) who will receive this transcript (more space on back):

- | | |
|-------------------------------------|-------------------------------------|
| 1. _____

_____ | 2. _____

_____ |
| 3. _____

_____ | 4. _____

_____ |

PLEASE CHECK ONE:

- _____ Please give this transcript to my counselor.
- _____ I will pick up my transcript after 72 hours.
- _____ Please mail this transcript to the places listed above.

Your signature: _____ Today's Date: _____

Note: A fee of \$2.00 for each transcript must be paid at the time the Transcript Request Form is submitted. (Current students are provided three free transcripts and are charged the \$2.00 fee subsequently.)