

# OFFICIAL TRANSCRIPT REQUEST FORM

**Student is responsible to for filling out this form with a complete address.\***

**Return to the Guidance Secretary**

**Please allow 2-3 Days from receipt of this form for processing.**

Date \_\_\_\_\_

Student ID # \_\_\_\_\_

Name \_\_\_\_\_

## **TRANSCRIPT REQUEST FOR COLLEGE/UNIVERSITIES:**

\_\_\_\_\_ **UNOFFICIAL TRANSCRIPT**

\_\_\_\_\_ **OFFICIAL TRANSCRIPT** (Transcripts must be mailed from the Guidance Office)

**\*Send to:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ **CONSELOR RECOMMENDATION-SECONDARY REPORT (when required)**

\_\_\_\_\_ **COLLEGE PREP (Section 1 must be filled out by Student)**

\_\_\_\_\_ **APPLICATION/COMMON APPLICATION**

\_\_\_\_\_ **LETTER OF RECOMMENDATION**

## **SCHOLARSHIP APPLICATIONS REQUEST:**

\_\_\_\_\_ **UNOFFICIAL TRANSCRIPT**      \_\_\_\_\_ **OFFICIAL TRANSCRIPT**

Name of Scholarship(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ **OTHER – Please Explain:** \_\_\_\_\_

\_\_\_\_\_ **OK to Mail**

\_\_\_\_\_ **Return to me**      \_\_\_\_\_ **Picked Up**

Date Received \_\_\_\_\_

Date Processed/Mailed \_\_\_\_\_