

# TRANSCRIPT REQUEST FORM

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Please send my official high school transcript to the following institution:

Name of College: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

OR:

Check here if you need a copy of your transcript sent to your high school email \_\_\_\_\_.

Other supporting documents the institution has requested are:

\_\_\_ Guidance Counselor Recommendation

\_\_\_ Other (please note)

**Please send these materials by this date:** \_\_\_\_\_.

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

Note: Rank in class, SAT/ACT scores and GPA are provided on the transcript. If the transcript is going to a college, a copy of the school profile will be sent with it.