

TRANSCRIPT REQUEST

ATTENTION

- Transcript Requests require 5 school days to process.
- Additional forms (letters of recommendation, secondary school reports, counselor section on college applications) require 2 weeks for processing.

Today's Date: _____ Deadline for Postmark: _____

_____ **Official: COST \$5.00**

_____ **Copy of your transcript for personal use only: COST \$2.00**

PLEASE PRINT

Student Name: _____ **GRAD YEAR:** _____
Last Name First Middle

SEND TO:

> _____
Name of Institution:

> _____
Address:

> _____
City State Zip Code

> _____
Signature of student or parent requesting transcript

It is the sole responsibility of the students and/or parents to ensure that all documents required for admission are submitted according to the college/university deadlines.

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Office use only _____ **Processed** _____ **Mailed**