

# TRANSCRIPT REQUEST

- Transcript Requests require 5 school days to process.
- Additional forms (secondary school reports, counselor recommendation pages, etc.) require 2 weeks for processing and should be attached to this request.

Today's Date: \_\_\_\_\_ Deadline for Postmark: \_\_\_\_\_

\_\_\_\_\_ **Official: COST \$5.00** As of 10/26/09 test scores (ACT & SAT) will not be included.  
They must be sent officially from the testing agency.

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

**PLEASE PRINT**

**Student Name:** \_\_\_\_\_ **GRAD YEAR:** \_\_\_\_\_  
Last Name First Middle

**E-Mail Address:** \_\_\_\_\_

**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.

.....

**Office use only**  
\_\_\_\_\_ **Paid**                      \_\_\_\_\_ **Processed**                      \_\_\_\_\_ **Mailed**