



Request for Official Transcript Release

If your college uses the “Common App,” you do not need to send a paper transcript unless specifically requested by the school. However, the College Advisor generally suggests that you **include your transcript along with other supplemental materials, thereby sending the transcript directly from you to the college.**

1. Please prepare ____ (number) copies of my official transcript.
Copies will be available for pick up in the main office in three (3) school days. Student is responsible for mailing/delivering the transcript to the college or university.
2. Also please include 1 **unofficial** copy for review. Yes No
3. Fill out addresses **only** if you want a copy of your transcript to be sent by the Registrar directly to the following colleges and universities:

College/University: _____

Mailing Address: _____

College/University: _____

Mailing Address: _____

Student Name (please print) _____

Student Signature _____ Date _____

Parent Signature _____ Date _____

(if student is under 18)

Please allow three (3) school days to process this transcript request. Pick up your transcripts in the main office at school.

Administrative Use Only

Transcript Request Received Date _____ Registrar's Initials _____

Transcript Mailed Date _____

Transcript Available for Pick-up Date _____