

WEST HARTFORD PUBLIC SCHOOLS

**TRANSCRIPT and COUNSELOR LETTER of RECOMMENDATION
REQUEST FORM FOR
SCHOLARSHIPS AND/OR SUMMER PROGRAMS**

- Request must be submitted **one week** prior to the deadline.
- There is no charge for scholarship/summer program transcripts.
- Students are responsible for providing a stamped addressed envelope for each application.
- It is our policy to mail materials directly to the third-party.

If any scholarship you are applying to requires a counselor letter of recommendation, you should:

- Return your completed application along with an addressed stamped envelope at least (7) days prior to the scholarship deadline. We will enclose your transcript and recommendation letter and will mail them on the day that you turn it in to us.

***If any scholarship you are applying to requires a counselor letter of recommendation AND a teacher letter of recommendation, you should:

-Ask your teacher to email a copy of their letter to jean_baril@whps.org

-Return your completed application along with an addressed stamped envelope at least (7) days prior to the scholarship deadline. We will enclose your transcript and recommendation letters and will mail them on the day that you turn it in to us.

If any scholarship you are applying to requires ONLY a transcript:

-Come back in a few days to pick up the sealed transcript. You can enclose this in your application and mail it to yourself.

Student Name:

Request Date:

Student Signature:

Counselor:

PUT A CHECK MARK (✓) IN THE COLUMN OF REQUESTED DOCUMENT(S):

SCHOLARSHIP NAME	DUE DATE	OFFICIAL TRANSCRIPT	COUNSELOR LETTER OF REC.	*** TEACHER LETTER OF REC.