

**MT. LEBANON HIGH SCHOOL
TRANSCRIPT REQUEST**

Please read the following instructions carefully:

Only **COMPLETE** application packets will be accepted. All transcript requests should be presented to a Guidance Office secretary in **duplicate** and will be processed on a first-come first-served basis. **PLEASE ALLOW TWO (2) WEEKS FOR PROCESSING.** Please print *clearly*.

Date Submitted to Guidance Office: _____

Student Name _____

Grade/Section/HR Teacher _____

Student Signature _____

Early Decision

Early Action

College Deadline: _____

For Office Use Only:

Transcript Mailed: _____

Please mail my high school transcript to:

12TH GRADE SCHEDULE – COMPLETE THIS SECTION **ONLY ONCE** FOR THE FIRST APPLICATION:

1ST SEMESTER

2ND SEMESTER

Name of College or University _____

Mailing Address _____

City/State/Zip Code _____

ANSWER THE FOLLOWING QUESTIONS:

Was your application completed on-line

included in packet

signed?

Was your fee paid on-line

included in packet

waived?

Have you downloaded/included a counselor/secondary school report? Y N not required

Are you using the Common Application for *this school*? Y N

Have you provided an addressed 9x12 envelope with four (4) current first class postage stamps? YES
(Envelopes are available in Room 527.)

_____ OFFICIAL _____ UNOFFICIAL _____ STUDENT PICK UP _____ SCHOLARSHIP

Additional instructions/Comments: _____

QPA/GPA: All transcripts will include weighted and non-weighted QPA, SAT I, SAT II, ACT and PSSA scores.

TEACHER RECOMMENDATIONS: Unless otherwise specified by the college, **ALL** teacher recommendations will be mailed by the teacher under separate cover. Please provide your teacher with an addressed, stamped letter-size envelope.

ATHLETIC TRANSCRIPTS: Transcripts for athletic purposes must be generated from the Athletic Department.