

PLEASE COMPLETE THIS
FORM, SAVE IT, AND
EMAIL IT TO YOUR
COUNSELOR!



REQUEST FOR OFFICIAL TRANSCRIPT

Student Name: _____ Student ID #: _____

Transcript Recipient: _____
(Name of college, scholarship, organization, military personnel, company, etc.)

Transcript must be received by (deadline date): _____
REMEMBER TO ALLOW AT LEAST 10 SCHOOL DAYS FOR YOUR TRANSCRIPT REQUEST TO BE PROCESSED!

Student Signature

Parent Signature

Do you need anything additional included with your transcript?

A transcript includes your transcript from grades 9 – 12, most current report card, and school profile.

*Should a copy of your counselor recommendation be included? **YES** **NO**

*If yes, have you provided your counselor with a copy of your completed
Request for Recommendation form? **YES** **NO**

*Is a counselor form required to be completed by your counselor **YES** **NO**

*If yes, please email your counselor a blank copy of the form. **BE SURE TO COMPLETE ANY PORTION THAT IS
REQUIRED TO BE FILLED OUT BY YOU.**

How does your transcript need to be sent to the college? (Check one option)

MAILED (You are responsible for mailing your transcript to the recipient. We will provide a transcript in a sealed envelope and give it back to you so that you can mail it).

YOUR TRANSCRIPT WILL BE READY FOR PICK UP NO LATER THAN 10 SCHOOL DAYS FROM THE DAY YOUR TRANSCRIPT REQUEST FORM WAS RECEIVED BY YOUR COUNSELOR. BE MINDFUL OF POSTMARK/DEADLINE DATES.

SUBMITTED ONLINE

Select the online program you are using:

- Common App
- College Coalition
- Send EDU

EMAILED **Because of CCPS rules & regulations, we CANNOT send a copy of your transcript to your personal email address. We can only email them to colleges, scholarship representatives, military representatives, etc.**

Name of transcript recipient: _____

Email address of transcript recipient: _____

I WILL PICK UP A COPY (For use with scholarship applications, to be hand carried to a representative, etc.)

THIS SECTION IS FOR COUNSELOR USE ONLY

Date Request Received:

Date submitted or ready for pickup:

Items included: Transcript School Profile Other:
 Report Card Letter of Recommendation

**IF PICKED UP, date
and student initials:**