

HIGH SCHOOL TRANSCRIPT REQUEST FORM

STUDENT NAME: _____ ID#: _____

-1- Name of College/Organization/Scholarship/other:

If this request is for a college application, how is this application being completed?

School Website / Common Application / Paper Application / Other _____

Is there a Counselor Form/School Report Form/recommendation to be completed by the counselor?

Yes* / No

How is this transcript to be submitted?

Common Application / Send EDU / Electronically / Mail / Other _____

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-2- Name of College/Organization/Scholarship/other:

If this request is for a college application, how is this application being completed?

School Website / Common Application / Paper Application / Other _____

Is there a Counselor Form/School Report Form/recommendation to be completed by the counselor?

Yes* / No

How is this transcript to be submitted?

Common Application / Send EDU / Electronically / Mail / Other _____

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-3- Name of College/Organization/Scholarship/other:

If this request is for a college application, how is this application being completed?

School Website / Common Application / Paper Application / Other _____

Is there a Counselor Form/School Report Form/recommendation to be completed by the counselor?

Yes* / No

How is this transcript to be submitted?

Common Application / Send EDU / Electronically / Mail / Other _____

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*You must submit a counselor recommendation form to the counselor the first time you make these requests.

PAYMENT \$ _____ (All transcripts are \$2 except for scholarship requests. They are free!!!)

Student Signature _____ Date _____

Staff Signature _____ Date _____

Date completed _____ Staff Initial _____ Student Initial _____