

TRANSCRIPT REQUEST FORM

Name _____ Student CHS ID # _____ Date _____

I need _____ (how many?) transcripts for the following schools and/or scholarships:

1. (write in name of school, scholarship, etc. here):

Do you want it mailed? _____ If so, to what address?

2. Mailed? _____ Address?

3. Mailed? _____ Address?

4. Mailed? _____ Address?

5. Mailed? _____ Address?

Others (indicate all the above requested info please):

PLEASE ALLOW 3-5 DAYS FOR ME TO RUN THESE FOR YOU!!!! (thanks)

After 3-5 days, please return to my office and pick them up in the indicated shelf slot or check to see that your request has been mailed.

(If you are requesting more than a transcript, please meet with me personally—thanks!)