

Transcript was  Mailed  Electronically Submitted  Common App  Faxed  Prepared for Hand-Carry on \_\_\_\_\_  
(Date entered by School Counseling Office)

## CATHOLIC HIGH SCHOOL TRANSCRIPT REQUEST FORM

*It is the student's responsibility to submit the application and Transcript Request Form to the Guidance Office at least ten (10) school days before the application deadline.*

Student's Name: \_\_\_\_\_ Date of Transcript Request: \_\_\_\_\_

College or Scholarship Program to Receive Transcript: \_\_\_\_\_

College or Scholarship Program **Application Deadline:** \_\_\_\_\_ **(REQUIRED)**  
(DO NOT LEAVE BLANK)

Your anticipated major: \_\_\_\_\_

How are you applying?

- Common Application**
- Other- Student Self Academic Report (SSAR/SRAR)**

**If letters of recommendation are required for your application:**

- I request a counselor letter.
- I requested a teacher letter.
  - ❖ Name of teacher: \_\_\_\_\_
    - I have asked this teacher to **give his/her letter of recommendation to my Guidance Counselor to be mailed with my transcript.**
    - I have asked this teacher to **upload the letter of recommendation directly** to the Common Application/ college or program website.
  - ❖ Name of teacher: \_\_\_\_\_
    - I have asked this teacher to **give his/her letter of recommendation to my Guidance Counselor to be mailed with my transcript.**
    - I have asked this teacher to **upload the letter of recommendation directly** to the Common Application/ college or program website.



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### STUDENT RECORD OF TRANSCRIPT REQUEST

(This portion will be returned when transcript is sent. Please keep for your records.)

Information to be completed by student:

Student Name: \_\_\_\_\_

1st Block Green Day \_\_\_\_\_ 1st Block Gold Day \_\_\_\_\_

Your transcript for \_\_\_\_\_

(name of college or scholarship)

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