



ST. CHARLES HIGH SCHOOL

HARD COPY - TRANSCRIPT REQUEST FORM



Name: _____ Grade Level: _____ Student ID #: _____

Email Address: _____ Phone #: _____

Year of Graduation: _____ Total Number Of Transcripts Requested: _____

IMPORTANT TRANSCRIPT INFORMATION:

- There will be a \$2.00 fee for each **hard copy** of a transcript requested (FREE for students who receive Free or Reduced lunch).
- Requests for transcripts to be **emailed** are FREE (Please check to see if the college will accept).
- Transcripts for scholarship applications are FREE.
- Transcript requests can take 5 school days to complete (requests that require supplemental forms or a letter of recommendation may take up to 10 school days).
- Students are responsible for picking up their completed hardcopy transcripts from the counseling office.
- **OFFICIAL TRANSCRIPTS are packaged in a sealed envelope. DO NOT break the seal or it becomes UNOFFICIAL.**
- ONE FREE "FINAL" TRANSCRIPT will be sent to the institution of choice at the end of the senior year. An additional final transcript will be included in your diploma envelope upon graduation.

Student's Signature: _____ Date: _____	<u>OFFICE USE ONLY</u> Date Received: _____ Amount Paid: _____ Received by: _____ Transcript issued: _____
Parent's Signature: _____ Date: _____	

PLEASE FILL OUT THE INFORMATION BELOW FOR EACH TRANSCRIPT BEING REQUESTED:

1. Name of college/institution/scholarship: _____

Mailing or Email address for admissions office for college/scholarship: _____

CHECK ALL ITEMS YOU NEED INCLUDED IN YOUR TRANSCRIPT REQUEST (Check admission requirements):

- _____ Unofficial Transcript.
- _____ Official Transcript (includes current class rank, cum GPA, class schedule, and school profile).
- _____ Counselor Supplemental Forms (if applicable, student must include form).
- _____ Copy of Test Scores (SAT and/or ACT) if on file.
- _____ Counselor Letter of Recommendation (provide a resume with your request and complete a student questionnaire).

2. Name of college/institution/scholarship: _____

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