

Request for OFFICIAL Transcript

Submit request at least 5 school days before deadline

Name: _____ Date: _____ Year of Graduation: _____

COLLEGE/SCHOLARSHIP applying to: *(Official transcripts cannot be sent to students)*

_____ Deadline: _____

_____ I need an official transcript mailed. *Student MUST provide an addressed, postage-paid envelope.*

_____ I need an official transcript emailed to: _____
Email Address

_____ I need an official transcript uploaded. *Student MUST set up an appointment time for uploading.*

_____ I need an official transcript provided to me in a SEALED envelope. *Documents are VOID if seal is broken.*

_____ I need an official transcript sent to the NCAA.

Please send the following with my transcript:

_____ Counselor Letter of Recommendation - _____
Counselor

_____ Counselor Recommendation Form - *Please attach form*

_____ Teacher Recommendation - _____ Naviance _____ Other _____
Teacher(s)

_____ Other - *Please specify* _____

I authorize the Upper St. Clair High School Counseling Office to send a transcript of my high school record to include the following information: grades, attendance, and weighted and unweighted cumulative average to the college/university to which I am applying. I understand that, should the college/university request information regarding discipline, my signature below also authorizes the Counseling Office to release details only from my official discipline record.

Parent signature
(Required if student is under age 18)

Student signature
(Required if student is age 18 or older)

Date

Counseling Office Use Only: Date Received: _____ Date Mailed/Given/Emailed: _____ Initial: _____