



Westlake High School *Current* Student

Transcript Request Procedures:

You may request *current* student transcripts daily in the counseling office. Please call if you have any questions at 301-392-5509.

No appointment necessary during school hours. Please submit your request to the counseling secretary.

You must complete a Transcript Request Form to receive a Transcript.

A transcript request may take up to 5 business days to process.

Special requests may take up to 10 business days to process.



WESTLAKE HIGH SCHOOL TRANSCRIPT REQUEST FORM



This form must be completed when requesting an official hard copy (paper) and electronic transcript. Transcript requests may take up to 5 school days to process. Requests that require additional forms or paperwork, including recommendation letters, may take up to 10 school days. It is the student's responsibility to pick up completed transcripts from the counseling office. Unofficial transcripts are accessible through your Student Vue account.

Name: _____ ID# _____ Student email: _____

By signing below, you certify that the above information is correct and you give permission for Westlake High School to release the requested information to the agencies provided on this form.

Parent's Signature: _____

Date: _____

Services Available (specify for each institution):

- **HARD COPY (Paper) Official Transcript**
- **ELECTRONIC Official Transcript— "E-Trans"**
- **Counselor Supplemental Forms**

(If not sent electronically, student must provide hard copy of forms)

- **Recommendation Letter**

(Letters are confidential, student must include senior questionnaire and resume)

Official Transcript must remain sealed.

Indicate the name of the college/institution/internship/scholarship for each transcript. Indicate the format you are requesting for each item. For electronic transcripts, you MUST include where the transcript will go (Common App? Directly to admissions, email?). List your counselor as a "Recommender" on your institution's online application. Doing so gives the counselor access to your online application and the ability to upload your documents. If applicable, you may include the institutions "Official Document Request" page you will receive after submitting your application. *Additional transcripts can be requested on the back of this form.*

Transcript 1:

Name of Institution: _____

Type of Transcript/Form: Hardcopy: _____ Electronic: _____

If electronic, indicate: Common App, Common Black Application _____

Additional items: Forms: _____ (attach) Recommendation Letter: _____ (submit senior questionnaire)

Transcript 2:

Name of Institution: _____

Type of Transcript/Form: Hardcopy: _____ Electronic: _____

If electronic, indicate: Common App, Common College Black App _____

Additional items: Forms: _____ (attach) Recommendation Letter: _____ (submit senior questionnaire)

Transcript 3:

Name of Institution: _____

Type of Transcript/Form: Hardcopy: _____ Electronic: _____

If electronic, indicate: Common App, Common College Black App _____

Additional items: Forms: _____ (attach) Recommendation Letter: _____ (submit senior questionnaire)

Transcript 4:

Name of Institution: _____

Type of Transcript/Form: Hardcopy: _____ Electronic: _____

If electronic, indicate Common App, Common Black App: _____

Additional items: Forms: _____ (attach) Recommendation Letter: _____ (submit senior questionnaire)

Transcript 5:

Name of Institution: _____

Type of Transcript/Form: Hardcopy: _____ Electronic: _____

If electronic, indicate Common App, Common Black App: _____

Additional items: Forms: _____ (attach) Recommendation Letter: _____ (submit senior questionnaire)

Transcript 6:

Name of Institution: _____

Type of Transcript/Form: Hardcopy: _____ Electronic: _____

If electronic, indicate Common App, Common College Black App: _____

Additional items: Forms: _____ (attach) Recommendation Letter: _____ (submit senior questionnaire)

Transcript 7:

Name of Institution: _____

Type of Transcript/Form: Hardcopy: _____ Electronic: _____

If electronic, indicate Common App, Common Black App: _____

Additional items: Forms: _____ (attach) Recommendation Letter: _____ (submit senior questionnaire)

Transcript 8:

Name of Institution: _____

Type of Transcript/Form: Hardcopy: _____ Electronic: _____

If electronic, indicate Common App, Common Black Application: _____

Additional items: Forms: _____ (attach) Recommendation Letter: _____ (submit senior questionnaire)

FOR OFFICE USE ONLY (NOTES): Date Received:

Received By:
