

Elizabeth Forward High School

Transcript Request Form

Student Name:

Year of Graduation:

1. *Transcript requests require a minimum of 10 school days for processing.*
2. *Students are responsible for having College Board or ACT send **official** scores to each college. Counselors will include unofficial scores along with the transcript only if indicated below.*

Authorization is granted for release and/or faxing of my high school transcript or information therein to ANY educational institution, scholarship committee, athletic inquiry, or prospective employer upon request.

I am seeking an *unofficial transcript*.

Student Signature <i>(Required if student is 18 or older)</i>		Date	
Parent Signature <i>(Required if student is 18 or older)</i>		Date	

Indicate the Following:

I have submitted an electronic transcript request via:	Please include:
Common App Coalition App SendEdu Other:	Unofficial SAT Scores Unofficial ACT Scores

Please note any additional items of special instructions to accompany transcript processing:

TRANSCRIPT TO BE SENT TO:		Date Request Received (Counselor use only)	Date Request Completed (Counselor use only)
School/Agency/ Scholarship Committee	To the Attention of: Address:		

Do Not Write Below – For Guidance Office Use Only			
Date Request Completed		Signature:	
Transcript sent via:	Mail	Fax	Email Electronic Upload

