SENIOR COLLEGE TRANSCRIPT REQUEST FORM DIRECTIONS

- You must list **every** college you are applying to on a transcript request form
- The transcript form includes submission of transcript, school profile, MHS letters of recommendation (teacher and school counselor), and secondary school report
- Go to School Counseling to access the senior college transcript request form
- You must download the PDF form to your desktop or files in your Chromebook. Open up the form and complete all fields. Be sure to save the form as “First + Last Name, Date”
- There is a one time $10 transcript processing fee on MySchoolBucks
- Payments must be submitted & received via MySchoolBucks in order to process your transcript request form. No checks or cash will be accepted
- If you do not have an account, you will need to create one at www.myschoolbucks.com. Once you are signed into your account, go to "School Store > Store Home > Transcript Fees" to submit payment
- **DO NOT EMAIL FORM TO YOUR SCHOOL COUNSELOR**. You must send the completed form to mhs_transcripts@marbleheadschools.org for processing
- In email subject line, type your “First + Last Name,” attach completed file and send
- Students can submit as many transcript request forms as needed. You can list up to 10 schools for each form
- Transcript request forms **MUST** be submitted to the MHS Transcript email by the deadline dates listed below
- MHS materials will be submitted by the college application deadline

College Admissions Deadline	Counseling Office Deadline
October 15, 2026	September 24, 2026
November 1, 2026	October 9, 2026
November 15, 2026	October 23, 2026
December 1, 2026	November 10, 2026
December 15, 2026	November 20, 2026
January 1, 2027	December 4, 2026
January 15, 2027	December 18, 2026
February 1, 2027	January 11, 2027
February 15, 2027	January 22, 2027
March 1, 2027	February 8, 2027

If your college is Rolling Admissions, please allow three (3) weeks for processing

Rev. 09/08/2026