

Date Received _____

Transcript Request Form

Paid _____

Date Mailed _____

Please allow 10 school days for processing

Student's Name

Graduation Year

Date of Birth

Things you need to provide with this form:

- \$2.00 per transcript
- Any Secondary School Reports or Counselor Reports required by the college. Most colleges have one. Refer to the college website.
- Counselor letter of recommendation request form. See your guidance counselor for letter of recommendation form before submitting transcript form. Each counselor has different requirements. Please allow **10** school days for letter of recommendation.

What we will do:

- Print your transcript
- Complete Secondary School Reports
- Complete counselor letter of recommendation *if requested.*
- Mail all information provided by student to college/university in a timely manner.

What you need to do:

- Fill out all paperwork that the college requires
- Complete any necessary essays
- Request recommendations from teachers, if needed
- Complete application either on line or mail in paperwork prior to due date.
- Have the College Board/ACT send all test scores to college of your choice, such as:
 - SAT or SAT II
 - ACT
 - AP

College/University/Organization

Address

	Deadline Date	
	Deadline Date	
	Deadline Date	
	Deadline Date	
	Deadline Date	

Student Signature

Parent Signature

Date