



# Transcript Request

**Circle one:**  
9th 10th 11th  
12th Alumni

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Transcript for: \_\_\_\_\_  
*(Name of school, college, scholarship etc.)*

Please include:

- Transcript with course / grades
- SAT scores
- ACT scores
- AP scores
- PSAT scores
- Other
- Give to: \_\_\_\_\_  
*(counselor)*
- Will pick up **Official** transcript in sealed envelope
- Will pick up **Unofficial** transcript

College Deadline \_\_\_\_\_  Postmarked  Received

With transcript, please send:

- Resume
- Teacher recommendation letter(s)  
*(list teacher's names)* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- Counselor Report / Secondary School Report
- Counselor Recommendation Letter
- Essay (s)
- Mid-year Report
- Supplementals
- Other \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Student Signature \_\_\_\_\_

***First transcript is free; each additional is \$2***