

# Transcript Request Form

Student Name \_\_\_\_\_

**\*\*One form per college/scholarship please\*\***  
**\*\*\*Allow minimum 2 WEEKS for processing\*\*\***

Send Transcript to:

College/Scholarship Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Send Transcript with:

\_\_\_\_\_ Completed College Application

\_\_\_\_\_ Counselor/Secondary School Form

\_\_\_\_\_ Essay

\_\_\_\_\_ Letters of recommendations from the following

Individuals: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Resume

\_\_\_\_\_ Payment (Check, fee waiver, other)

\_\_\_\_\_ Updated SAT/ACT Scores (we can only send out test scores that we have- check to see!)

\_\_\_\_\_ Completed Scholarship Application

\_\_\_\_\_ Current Grades

\_\_\_\_\_ Other

**Reminder: First transcript is sent free of charge;  
\$2.00 for each additional transcript sent.**

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OFFICE USE ONLY:

Date received \_\_\_\_\_

Date sent \_\_\_\_\_