

# TRANSCRIPT REQUEST

NAME \_\_\_\_\_ ID# \_\_\_\_\_ GRADE \_\_\_\_\_

TODAY'S DATE \_\_\_\_\_

APPLICATION DEADLINE \_\_\_\_\_

## Unofficial Transcript

Transcripts are sent out every Tuesday and Thursday.

## Official Transcript

Will be mailed directly to college or scholarship. It can NOT be given to a student or parent.

Name of institution and address for mailing (necessary to complete request):

1. \_\_\_\_\_ 2. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. \_\_\_\_\_ 4. \_\_\_\_\_

\_\_\_\_\_

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**FOR OFFICE USE ONLY**

DATE MAILED/PICKED UP \_\_\_\_\_ SCHOOL OFFICIAL SIGNATURE \_\_\_\_\_

COUNSELOR \_\_\_\_\_