

Official Transcript/College Forms Request

Name _____ Date _____

- You will need one of these forms for EACH college we are sending transcripts/letters of rec/secondary reports to.
- You will need to pay \$1.00 for each of these forms you turn in. Pay at the finance window and bring your receipt with this completed form to Carol Nelson in the Counseling Center.
- We will mail everything you check off on this form to the college you have listed (with address) ~ 1 college per form.
- If there are letters of rec and/or school report forms for us to complete, our turnaround time is 2 weeks. If it is a transcript only, our turnaround time is 2 days.

Please check all of the following that you want mailed to the college. *You are responsible for contacting the counselor and teachers for their letters of recommendation & letting them know your deadline!*

- Transcript (includes test scores)
- Common App/Secondary School Report/Mid-Year Report
- Counselor Letter of Rec (name)_____
- Teacher Letter of Rec (name)_____
- Teacher Letter of Rec (name)_____
- Teacher Letter of Rec (name)_____

College name and address:

Pd_____

Date

mailed/faxed_____

Completed

by_____