

# 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:

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Pd\_\_\_\_\_

Date

mailed/faxed\_\_\_\_\_

Completed

by\_\_\_\_\_