

# Transcript Request Form

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

**Allow 12 school days for processing transcript requests.**

**It is your responsibility to meet all college deadlines.**

## **Checklist:**

- \_\_\_\_\_ **Signed parent release form on file**
- \_\_\_\_\_ **Already submitted online application(s)**
- \_\_\_\_\_ **Attach all Counselor / Secondary School reports**
- \_\_\_\_\_ **Attach optional forms (i.e. resume, essay)**

List only those colleges being submitted today.

Do not turn in this form until you have completed the application process.

<u>College/University &amp; branch</u> <u>To receive records</u> _____	<u>Early</u> <u>Decision?</u>	<u>Any Counselor/</u> <u>School report</u>	<u>Deadline</u> <u>Date:</u>
1. _____	Y / N	Y / N	_____
2. _____	Y / N	Y / N	_____
3. _____	Y / N	Y / N	_____
4. _____	Y / N	Y / N	_____
5. _____	Y / N	Y / N	_____

**Remember to request official score reports from College Board and ACT.**

