

## Request for Transcript Form

**Student Name:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

**Homeroom Teacher:** \_\_\_\_\_

**Transcript Request is for:**

College                       Summer Program                       NCAA Eligibility  
 Scholarship                       Employment                       Other

**Please list all school(s)/program(s) you are requesting a transcript for:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Do you need to include Current Classes / Grades?    YES\_\_\_\_\_    NO\_\_\_\_\_**

**Do you need a Letter of Recommendation included with your Transcript(s)?**

**YES\_\_\_\_\_    NO\_\_\_\_\_    If Yes, is Activity Sheet on file or included \_\_\_\_\_**

**Do you have any forms needed to be filled out by the Guidance Counselor for any of these requests listed above?    YES\_\_\_\_\_    NO\_\_\_\_\_**

**Select Delivery Method:            Return to Me                      Mail It Out                      Online**  
**(Select all that apply)**

**Date of Request:** \_\_\_\_\_

**Deadline(s) for Completion:** \_\_\_\_\_

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**(For Guidance Counselor Use Only)**

**Date(s) Completed:** \_\_\_\_\_

**Guidance Counselor's Initials:** \_\_\_\_\_

**(Please allow at least 48 Hours between request and date needed)**