

# TRANSCRIPT REQUEST FORM

If you have not submitted your Portfolio of activities from Career Cruising and your completed Recommendation Info form, attach them with this form.

**\*\*\*\$2.00 PER Copy\*\*\***

Student Name \_\_\_\_\_ Student ID# \_\_\_\_\_

**\*Date Request Submitted** \_\_\_\_\_

- It is the student's responsibility to pick up the official transcript from the counseling office and mail to the appropriate institution.
- Students are responsible for submitting all required forms for admission (i.e. Counselor Report/Secondary School Report) to the Counseling Office.
- Students/Parents should not open the official envelope before mailing.

*(Please read above statements and sign.)*

**\*Student Signature** \_\_\_\_\_

Current Grade: \_\_\_\_\_ Former Student Year of Graduation \_\_\_\_\_ / \_\_\_\_\_  
Month/ Year

Number of copies \_\_\_\_\_ x \$2.00 Total Amount \$ \_\_\_\_\_.

**\*\*You can obtain additional transcript request forms from the Counseling Office if needed.**

Transcript needed for:

\_\_\_\_\_ College Admission \_\_\_\_\_ Insurance  
\_\_\_\_\_ Scholarship \_\_\_\_\_ Other \_\_\_\_\_

**\*Name of School/Scholarship:** \_\_\_\_\_ **Application DEADLINE** \_\_\_\_\_

\_\_\_\_\_ Do you need a Counselor letter of recommendation? (allow 2 weeks notice for processing)

\_\_\_\_\_ Secondary School Report (Counselor Evaluation Form) (**FORM MUST BE ATTACHED**)

\_\_\_\_\_ Mid-Year Report Form (**FORM MUST BE ATTACHED**)

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Notes/Comments: \_\_\_\_\_