

TRANSCRIPT REQUEST FORM

Name _____

Date _____

Student's School ID # _____

Total number of transcripts needed _____

email address _____

First Period Teacher

Second Period Teacher

\$3.00 per transcript. Please pre-pay. First two transcripts are free for seniors only.

AT LEAST 10 WORKING SCHOOL DAYS MAY BE NEEDED TO COMPLETE THIS REQUEST.

No transcript will be sealed before the student approves it.

You will be notified in your 1st or 2nd period when your transcripts are ready to be picked up.

THEY CAN BE PICKED UP - ONLY - BEFORE OR AFTER SCHOOL OR DURING YOUR LUNCH.

You are responsible for mailing your own transcripts with your applications.

You will need to have your test scores (SAT/ACT) sent directly from the College Board to the college you are applying to.