



Transcript Requests

PROCESS FOR REQUESTING A TRANSCRIPT

Transcripts can be requested to be sent to colleges once school has started in the fall of your senior year and at the end of your school year.

Transcript requests **MUST** be submitted **10 school days** prior to the college application deadlines. Please fill-out the form below and give to **Patty Braun – Administrative Assistant**.

TRANSCRIPT COVER SHEET FOR COLLEGES

Directions: Please complete a cover sheet for **each** transcript and return to Patty Braun – Administrative Assistant. Thank You!

ALLOW 10 SCHOOL DAYS FOR PROCESSING

Student Full Name: _____

College you are applying to: _____

Address, City and State of College: _____

Application Deadline (If there is one) _____

COMMON APPLICATION

Did you use the special form known as the Common Application?

Application fee was done online or sent separately _____ **no fee required** _____

SPECIAL CONCERNS: Use this space to note any special instructions or concerns to help complete your application – continue on the reverse side if necessary.