



# 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 **Joni Cain, Administrative Assistant**.

## TRANSCRIPT COVER SHEET FOR COLLEGES

Directions: Please complete a cover sheet for **each** transcript and return to Joni Cain, 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.