

**TRANSCRIPT REQUEST FORM**  
**COTTAGE HILL CHRISTIAN ACADEMY**

Emailed: \_\_\_\_\_

Mailed: \_\_\_\_\_

Requests for transcripts to be mailed should be in  
Mrs. Hall's office by **Wednesday**, to be mailed on **Friday**.

Student Name \_\_\_\_\_ Date \_\_\_\_\_

**College/Organization/Individual(s) To Receive Transcript**  
**(MUST include complete address)**

Check all that apply:

**Official Transcript** \_\_\_\_\_ **Unofficial Transcript** \_\_\_\_\_ **Letter of Recommendation** \_\_\_\_\_

College/Organization/Individual Name \_\_\_\_\_

Mailing or email address \_\_\_\_\_

City \_\_\_\_\_ ST \_\_\_\_\_ Zip \_\_\_\_\_

Check all that apply:

**Official Transcript** \_\_\_\_\_ **Unofficial Transcript** \_\_\_\_\_ **Letter of Recommendation** \_\_\_\_\_

College/Organization/Individual Name \_\_\_\_\_

Mailing or email address \_\_\_\_\_

City \_\_\_\_\_ ST \_\_\_\_\_ Zip \_\_\_\_\_

Check all that apply:

**Official Transcript** \_\_\_\_\_ **Unofficial Transcript** \_\_\_\_\_ **Letter of Recommendation** \_\_\_\_\_

College/Organization/Individual Name \_\_\_\_\_

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