

Transcript Request Procedures

Current Seniors:

Universities, colleges and trade schools will ask you to send an official transcript when you apply to their school. The counseling office has a procedure you must follow in order to get a transcript sent. You are allowed five student initiated transcripts free of charge. There will be a \$2.00 charge for all others after the fifth transcript has been sent.

Procedure:

1. Complete a transcript request form.
2. Bring a business-size, stamped envelope addressed to the college you want a transcript sent.
3. Please print your first and last name on the inside of the envelope flap. Do not seal the envelope.
4. The transcript will be sent within two days if the procedure is correctly followed.

After you have initiated five transcripts you must follow the same procedure for all other transcripts plus place \$2.00 inside each stamped and addressed envelope.

Graduates:

Procedure:

1. Complete a transcript request form.
2. Bring a business-size, stamped envelope addressed to the place you want a transcript sent.
3. Please print your first and last name on the inside of the envelope flap and place \$2.00 inside. Do not seal the envelope.
4. The transcript will be sent within two days if the procedure is correctly followed.

You are giving HHS Counseling office permission to release your transcript when we receive your envelope and fees or by simply requesting your transcript to be sent.

A fee of \$2.00 is required to process transcript requests. Bring a business-size, stamped envelope addressed to the college you want a transcript sent. Please print your first and last name on the inside of envelope flap. Do not seal the envelope. Please check the box that indicates how this transcript is to be processed.

_____ Mail or _____ Pick-Up

Date of Request: _____

Full Name: _____

Maiden Name (If applicable): _____

Date of Birth: _____

Daytime Phone Number: _____

Year of Graduation or Last Attendance: _____

Name & Address of Institution to which the Transcript will be sent:

The Transcript will be marked to the attention of the admission office of the listed institution unless otherwise requested to be sent to a different location.

I understand that a complete official transcript will include my grades as well as my PSAT/PLAN/ACT OR SAT score.

Signature: _____