

## TRANSCRIPT REQUEST FORM

Name: \_\_\_\_\_ Date: \_\_\_\_\_

### What is the reason for your transcript request?

College/University\* \_\_\_\_\_ College Credit Plus (CCP) \_\_\_\_\_ Scholarship \_\_\_\_\_

Employment \_\_\_\_\_ Experiential Learning \_\_\_\_\_ Personal \_\_\_\_\_

### \*If you are requesting a transcript for a college/university, please fill out the following:

Name and location of college/university:

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Have you submitted the application? Y or N

Type of Application: College Website \_\_\_\_\_ or Common Application \_\_\_\_\_

Early Action? Y or N Deadline: \_\_\_\_\_

Early Decision? Y or N Deadline: \_\_\_\_\_

Are letters of recommendation required? Y or N

Who is writing letters of recommendation on your behalf? \_\_\_\_\_  
( *Be sure to request them in Naviance* )

**I understand that I am responsible for sending my test scores directly from the testing agency to the colleges/universities where I am applying for admission.**

***Please initial here:*** \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Student Signature: \_\_\_\_\_