



Transcript Request Form (Non-Senior)

(PLEASE PRINT)

Please submit your request to your guidance counselor at least two weeks prior to the required date.

**If you are submitting your request when school is not in session, please submit this form directly to the Principal's Office.*

Student: _____ Advisement Group: _____

Guidance Counselor: _____ Email: _____

1. There are two types of transcripts. Please check which type you are requesting.

_____ A. **OFFICIAL TRANSCRIPT:** bears the official raised seal of the school and are sent to organizations like a college, university, or a scholarship foundation. Faxed transcripts are **not** official because the raised seal does not transmit in a fax. **Official transcripts are generally not given directly to a student.** In the exceptional cases, where a student must include an official transcript with his own materials, the school can either mail out the completed materials on the student's behalf, or the transcript will be given to the student in a sealed envelope with a signature or stamp across the back flap.

_____ B. **UNOFFICIAL TRANSCRIPT:** does not bear the official seal or a signature from a school official

2. Please carefully complete the information below, including the exact name and address of the institution or organization:

Name of Scholarship/

Organization: _____

Mailing Address: _____

3. Please note special instructions below, including:

A. Due Date: _____ Received by? _____ Postmarked? _____

B. Please check one:

_____ Mail directly to address noted above.

_____ Student will pick up either Guidance Counselor (or Principal's Office)

C. Other Materials or Special Instructions:

Date Submitted: _____

Student's Signature: _____

For Office Use Only

Date Received by Guidance: _____

If applicable, date Forwarded to Information Manager: _____

Date Transcript (circle one) Mailed / Emailed Student for Pick-up: _____ By (initials): _____

Special Instructions: _____