

Guidance Office "Other" Transcript Request

[You do not need this form if you submitted a counselor rec packet!]

A) For students who did not request a counselor letter of recommendation and a college or program require(s) a transcript.

- i. Does the institution accept electronic transcripts? **Circle one:** YES or NO
 - ii. If you circled no, you must attach a stamped & addressed envelope with this request.
 - iii. Does this institution want a midyear transcript as well?
- If yes, ->provide two envelopes and \$10 and we will send an initial and mid year transcript.**

- 1. Name of School/Institution: _____
- 2. Name of School/Institution: _____
- 3. Name of School/Institution: _____
- 4. Name of School/Institution: _____
- 5. Name of School/Institution: _____

B) For students applying for a scholarship.

- i. Does the scholarship accept electronic transcripts? **Circle one:** YES or NO
- ii. If you circled no, you must attach a stamped & addressed envelope with this request.
- ii.a. If you are instructed to include the official transcript in one package (not to mail it separately) please give the guidance office two business days to process your request. You can come back and pick it up.

- 1. Name of Scholarship: _____
- 2. Name of Scholarship: _____
- 3. Name of Scholarship: _____
- 4. Name of Scholarship: _____
- 5. Name of Scholarship: _____

C) Planning to play a sport in college? Circle one: YES or NO

***You must register yourself through the online NCAA eligibility center: <https://web3.ncaa.org/ecwr3/>

- i. We will send a transcript electronically to the NCAA

PLEASE PRINT ALL INFORMATION

Student's name: _____ Class of: _____ Student #: _____
Date of Birth: _____ Date of Request: _____

Please include a \$5.00 fee for initial transcript and an additional \$5.00 fee for midyear (7th semester) transcripts (to be sent in late January).