

# CURRENT STUDENT TRANSCRIPT REQUEST

STUDENTS: PLEASE COMPLETE BOTH THE TOP & BOTTOM FORM

Name \_\_\_\_\_ 1<sup>ST</sup> Period Teacher \_\_\_\_\_

Date Requested (today's date) \_\_\_\_\_ Date Processed \_\_\_\_\_

You may list up to 3 **DIFFERENT** colleges  
[Please paperclip ALL applications, recommendation letters, essays,  
checks, etc. you want mailed with this request. NO staples!]

**BE SURE TO INCLUDE LOCATION IF THERE IS MORE THAN ONE WITH THE SAME NAME.**

1. \_\_\_\_\_ Application attached \_\_\_\_\_ Applied online \_\_\_\_\_

2. \_\_\_\_\_ Application attached \_\_\_\_\_ Applied online \_\_\_\_\_

3. \_\_\_\_\_ Application attached \_\_\_\_\_ Applied online \_\_\_\_\_

**\*NOTE: REQUESTS ARE TO BE MADE TWO WEEKS IN ADVANCE  
OF APPLICATION DEADLINE TO COLLEGES**

TEACHER, PLEASE RETURN THIS FORM TO THE STUDENT. – THANK YOU!

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**PLEASE WRITE THE SAME INFORMATION BELOW THAT YOU WROTE ABOVE.**

1. \_\_\_\_\_ Application attached \_\_\_\_\_ Applied online \_\_\_\_\_

2. \_\_\_\_\_ Application attached \_\_\_\_\_ Applied online \_\_\_\_\_

3. \_\_\_\_\_ Application attached \_\_\_\_\_ Applied online \_\_\_\_\_

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I, \_\_\_\_\_  
STUDENT'S NAME (Please print)

give my permission to submit academic information  
to the college(s) to which I have applied.

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SIGNATURE OF STUDENT OR PARENT

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DATE