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. Faxtranscripts 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: ______________________________________________________________________________________