

REQUEST FOR TRANSCRIPTS

Turn around time for transcripts is 3 school days. Be sure to place your requests early. It is the student's responsibility to request, pick up, and mail these records in time to meet college deadlines. SAT and ACT scores are available directly from the testing agencies.

Today's Date _____ Year of Graduation/Withdrawal _____

Name _____ Phone Number _____

Date of Birth _____

Number of Official Transcripts Requested _____

Check here if you would like an Unofficial Transcript _____

Please request SAT and ACT scores directly from the College Board and ACT.

For **PRIOR GRADUATES** needing records, send to: _____

Date Picked Up

Signature Upon Receipt of Records