

Transcript Request Form

MUST COMPLETE ONE FORM FOR EACH COLLEGE

This form needs to be submitted at least TWO WEEKS prior to deadline date. You may submit it one week prior to deadline if you only need your transcript. Please note that colleges require that official transcripts be sent by HCA and not by the student/parent.

Full Name _____ Today's Date _____

College or Scholarship Program needing transcript: _____

Date you submitted online application to college: _____

Application Deadline Date: _____

Please read carefully, check all boxes that apply, and answer all questions.

- I need the following from Mrs. Sigmon:
 - Transcript
 - Guidance Counselor Form or Secondary School Report (Some schools require this form, others do not. The student must attach the form to this paper if it is required.)
 - Letter of Recommendation from Guidance Counselor
- I have requested a recommendation from the following teacher(s): _____

Does college require a teacher recommendation or is it optional? _____

- Teacher(s) has been given a Teacher Recommendation form to complete.
- Teacher(s) will be sent an email from the college.
- There is not a Teacher Recommendation form. Teacher(s) are writing letters of recommendation.

Date teacher(s) asked: _____ Date requested to be completed: _____

Note: If your application requires a "Secondary School Report" or a "Mid-Year School Report" form, turn those forms in to Mrs. Featherstone at the same time that you turn in all the other forms.

This section is to be completed by Mrs. Sigmon		Date Mailed	Date Mailed
€ Transcript	_____	€ Secondary School Report	_____
€ High School Profile	_____	€ Mid-Year Report	_____
€ Counselor Section of Application	_____	<input type="checkbox"/> Semester Transcript	_____
€ Counselor Recommendation Letter	_____	€ Final Transcript	_____
€ Teacher Rec: _____	_____	€ _____	_____
€ Teacher Rec: _____	_____	€ _____	_____
€ Teacher Rec: _____	_____	€ _____	_____