



Transcript and Records Request Form

Many scholarships and other programs, as well as college applications, require school transcripts. Be sure to check all application requirements and deadlines and be sure to request your transcript (or any other individualized records) at least a full week in advance. ***Transcripts requested with less than a full week's notice may not be completed by the date required.***

Name: _____

Date Requested: _____

Date Needed By: _____

Signature, Assistant to the Principal: _____

PLEASE NOTE: Nothing will be processed without a signature from the Assistant to the Principal.