

## *Steps for Requesting Transcripts*

1. Pick up transcript request form and letter of recommendation request form in the Guidance Office or download from NEHS website.
2. Locate counselor recommendation form or school report form that many colleges require. (If your school requires this form, it will be found with the college application). *This form should be submitted with your transcript request.*
3. Bring completed forms to Mrs. Gasdia in Guidance.
4. Request letters of recommendation from teachers. Each college will determine how many recommendations are needed.
5. Allow a minimum of 1 week for transcript requests and a minimum of 2 weeks for letters of recommendation.
6. All transcripts and letters of recommendation will be returned to students *to mail themselves* in sealed envelopes.
7. If you have questions, please contact Mrs. Gasdia or Mr. Varlas.  
410-996-6202  
[cgasdia@ccps.org](mailto:cgasdia@ccps.org) or [rvarlas@ccps.org](mailto:rvarlas@ccps.org)