

Transcript Request Form

A \$2.00 processing fee must be submitted with the request form. Student must **attach any forms that are to be sent** with the transcript such as a counselor form (which may be a part of the college application) **prior** to handing in request form. A transcript request form must be completed for every transcript that is to be mailed by guidance. If you are picking up your transcript and would like more than one, please write how many you need in the box.

Student's Name: _____ **Date Submitted:** _____

Circle one: student will pick up or transcript to be mailed

If transcript is to be mailed, please list name and address of recipient.

If transcript is being sent for the purpose of a college application, please check off below what you already sent in with your application package:

- _____ Completed Application
- _____ Personal Essay/Letter to Director of Admissions
- _____ Letters of Recommendation from: _____, _____, _____
- _____ Form of payment: (circle one) Check, Money Order, Fee Waiver, Credit Card, MD Distinguished Scholar Letter, On-line Application with Credit Card, No Fee
- _____ Transcript from Cecil Community College – if you have taken courses with them before (request from CCC)

College applications with a due date of January 15th or earlier should be completed and transcripts requested from the guidance office by December 2nd. Doing so puts you in the best position for consideration by your chosen colleges. Late applications often result in failure to be accepted.

FOR OFFICE USE ONLY

___ Transcript	___ Counselor Letter	___ Report Card M.P. ___
___ Schedule	___ Profile	___ Test Scores
___ Counselor Form/Secondary School Report	___ Other: _____	

Date returned to student or mailed by guidance: _____ Counselor's Initials: _____