

Office use only

Today's Date: \_\_\_\_\_

To Counselor: \_\_\_\_\_

Date Mailed: \_\_\_\_\_

Fee Paid: \$ \_\_\_\_\_

Mid-Year: \_\_\_\_\_

Final Transcript: \_\_\_\_\_

## TRANSCRIPT REQUEST

**This form must be completed for each transcript request.** Additional forms are available from counseling, the college/career coordinator or on the GHS website.

STUDENT'S NAME: \_\_\_\_\_

ID #: \_\_\_\_\_ GRADE: \_\_\_\_\_

COLLEGE/UNIVERSITY/SCHOLARSHIP: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

DEADLINE DATE: \_\_\_\_\_

(MUST be no less than 15 school days after you submitted the request.)

Does the college/university use rolling admissions?      \_\_\_\_\_ Yes \_\_\_\_\_ No

Are you applying **EARLY DECISION** (binding)?      \_\_\_\_\_ Yes \_\_\_\_\_ No

Are you applying **EARLY ACTION** (college program)?      \_\_\_\_\_ Yes \_\_\_\_\_ No

**Does the college/university need a mid-year transcript?**      \_\_\_\_\_ Yes \_\_\_\_\_ No

Have you turned in your release of student records form with parent signature?      \_\_\_\_\_

Have you turned in your brag sheet/resume?      \_\_\_\_\_

Included Secondary School Report if needed?      \_\_\_\_\_ Yes \_\_\_\_\_ No

Included a 9X12 envelope with correct postage      \_\_\_\_\_ Yes \_\_\_\_\_ No

{three (3) first class stamps}

Do you need a Counselor Letter of Recommendation?      \_\_\_\_\_ Yes \_\_\_\_\_ No

Name of Counselor: \_\_\_\_\_

**\*\* Univ. of MD-College Park applications only:** names of teacher recommenders \_\_\_\_\_

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I am requesting a transcript only \_\_\_\_\_ Yes \_\_\_\_\_ No

\_\_\_\_\_ I **have not** had a schedule change that affects my courses in progress.

\_\_\_\_\_ I **have** had a schedule change that affects my courses in progress.

Changes made: \_\_\_\_\_

I am enrolled in Montgomery College classes and/or College Institute \_\_\_\_\_