

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

Request # \_\_\_\_\_

## *Request for Transcript/Recommendations from Guidance*

**Attention Students:** Requests will not be accepted that are not completed fully. Remember you must provide a self-addressed, stamped envelope for mailing of your transcript. Please leave your request with Mrs. Hill. It will take approximately 1 week (5 school days) to receive your transcript. Please be aware of your deadlines. We can not accommodate last minute requests. Each student will receive five free transcripts. Any requests above five will cost \$2.00 per transcript. This is to cover the cost of paper. Each transcript is approximately 10 pages long.

### **Section 1- Student Data**

Name: \_\_\_\_\_ ID#: \_\_\_\_\_ Grade: \_\_\_\_\_

Major: \_\_\_\_\_ Birthday: \_\_\_\_\_ SS#: \_\_\_\_\_

Name of College/University applying to: \_\_\_\_\_

Address of College/University applying to: \_\_\_\_\_

I will pick up the transcript: Yes No

### **Section 2- Letter of Recommendation**

**Letters of recommendation will take approximately 2 weeks (10 school days) to be written. Your counselor can not write a letter without a resume. This gives us the necessary information to write the best letter for YOU! Please include academic honors, type of artistic training, artistic honors, community service, and clubs participated in on your resume. Include everything that helps you stand out above the rest.**

1) Do you need a college recommendation form completed by a counselor? Yes No

If yes, please attach it to this form. Make sure you have filled out **your** portion of the form!

When is the due date for your application? \_\_\_\_\_

If the form is online please give us the web address. \_\_\_\_\_

2) Do you need a written letter of recommendation from a counselor? Yes No

If yes, please attach your resume to this form. When is the due date for your application? \_\_\_\_\_