

Holyoke High School Transcript Request Form

Student Name: _____ Date: _____

Email address: _____ Student cell #: _____

Guidance Counselor: _____

I am requesting that a transcript be prepared and sent to (list colleges or scholarships by name and the application due date). Please indicate if you are using the "Common Application":

College or Scholarship Name	App. Deadline	Circle One
1. _____	____/____/____	<u>Com App?</u> Yes No
2. _____	____/____/____	<u>Com App?</u> Yes No
3. _____	____/____/____	<u>Com App?</u> Yes No
4. _____	____/____/____	<u>Com App?</u> Yes No

Is a letter of recommendation required from a counselor for any of the above? Yes No
(Please give at least two weeks notice for the first one)

SAT / ACT scores: Send Do Not Send (circle one)

Please note: SAT or ACT scores will not be included with your transcript unless requested. If Holyoke High School sends your scores, all of your scores will be sent (not just your highest scores).

If mailing transcripts:

I will provide my guidance counselor with an 8 x 11 inch manila envelope addressed to the college or scholarship with postage (3 stamps usually) a week before the due date. Your paper application, if complete, may be included in the envelope to be mailed at the same time.

Official Transcripts can ONLY be sent from the Guidance Office.

Signature, authorizing release of information: _____