

# CCHS COLLEGE/UNIVERSITY TRANSCRIPT REQUEST FORM

(CHECK INDIVIDUAL COLLEGE WEBSITES FOR APPLICATION REQUIREMENTS!)

\$5 fee per transcript request

\_\_\_\_\_ Last Name \_\_\_\_\_ First Name \_\_\_\_\_ MI \_\_\_\_\_ Student ID Number \_\_\_\_\_ Graduation Year \_\_\_\_\_

COLLEGE NAME: \_\_\_\_\_ CITY and STATE \_\_\_\_\_

My Counselor is \_\_\_\_\_ My Senior Conference was completed  / is scheduled for \_\_\_\_\_

I am applying to the above school using (check one)  Common Application THE COMMON APPLICATION OR  College Website

**FOR COMMON APP:** Colleges **must** be added to **Common Application college list**, **FERPA signed** and your **Common App email matched to Naviance** (under *colleges I am applying to* provide your **Common Application email** where indicated **BEFORE** submitting this request form).

I am applying to the above college:  Early Action (Non-Binding)  Regular Decision  Early Decision  
(Signed ED agreement required!)

Application Deadline (date provided on college websites) \_\_\_\_\_

**Mark all materials below that CCHS Post Grad is required to send to complete your application:**

- Official Transcript  Unofficial Transcript
- Secondary School Report (All Common App Schools require and some website applications require)
- Counselor Letter of Recommendation/Common App Counselor Form  
**SENIOR CONFERENCE MUST BE COMPLETED!**
- One Teacher Letter of Recommendation Teacher Name \_\_\_\_\_
- Second Teacher Letter of Recommendation Teacher Name \_\_\_\_\_
- Optional Teacher Letter of Recommendation Teacher Name \_\_\_\_\_

**PLEASE NOTE: TEACHER LETTERS OF RECCOMENDATION MUST BE UPLOADED TO NAVIANCE BY YOUR TEACHER PRIOR TO SUBMITTING THIS TRANSCRIPT REQUEST.**

**STUDENT SIGNATURE (REQUIRED)** \_\_\_\_\_

With this signature you give permission for CCHS staff to provide additional information, including quarter grades and progress reports, to the above named school if requested by their admissions staff.

**NOTE: 7<sup>th</sup> Semester (Mid-Year) Transcript requests require a separate form available in early January.**

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**OFFICE USE**

Request Received: \_\_\_\_\_ By: \_\_\_\_\_

Request Completed: \_\_\_\_\_ By: \_\_\_\_\_

Transcript Sent: Online \_\_\_\_\_ US Mail \_\_\_\_\_  
Couns. Rec/SSR: Online \_\_\_\_\_ US Mail \_\_\_\_\_  
Teacher Rec/Form: Online \_\_\_\_\_ US Mail \_\_\_\_\_  
Fee Waiver: Online \_\_\_\_\_ US Mail \_\_\_\_\_  
ED Agree. Signed: Online \_\_\_\_\_ US Mail \_\_\_\_\_

**Notes:**