

Coudersport Jr-Sr High School
Transcript Request Form

Student Name: _____ Today's Date: _____

Please read the following:

- You must complete a Transcript Request for each place you are applying. (The only exception is for a student who is applying to colleges using the Common Application. In this case you only need to fill this form out once for those colleges.)
- Not all colleges/universities accept SAT/ACT test scores on a student's transcript. If the college/university that you are applying to does not accept the test scores on your transcript, you will need to have your scores sent directly from the ACT and/or College Board (SAT).

Transcript requests must be received at least 10 school days before application deadline.

Does your application have a deadline? Yes No
If yes, what is the deadline? _____

Name of College/University: _____

I would like to have the transcript:

Sent by mail. Must provide address: _____

Sent by fax. Fax #: _____

Sent by email. Email address: _____

Sent using SendEDU (Please be aware that some colleges/universities use this service. You must be sure about this before checking the box.)

Sent using Common Application. (Only check this box if you are applying colleges/university that use this service.)

Pick up in person.

I need an unofficial transcript (examples: college self-reporting, college visit, personal records, etc)

By signing below, you are authorizing Coudersport Jr-Sr High School to release your transcripts to the institution listed above. If the student is 17 or younger, a parent signature is required.

Student Signature

Student Age

Date

Parent/Guardian Signature

Date

Office Notes
Date Submitted: ____/____/____
Date Sent: ____/____/____