



# Official Transcript Request for Current Student

Students must submit this form for each school or agency they would like their official transcript sent to. It is strongly advised that students request transcripts 5 days or more before a deadline to ensure timely receipt of their complete application.

STUDENT NAME: \_\_\_\_\_

APPLICATION DEADLINE: \_\_\_\_\_

SCHOOL COUNSELOR:  Mrs. O'Reilly (last names A-L)  Mr. Umphrey (last names M-Z)

NAME OF AGENCY/SCHOOL TO WHICH YOU ARE APPLYING:

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

City

State

This transcript is for:

- College application (answer questions in box)
- Scholarship application (answer questions in box)
- Other: \_\_\_\_\_ (skip questions in box)

Please complete the following steps if you are applying to a college or university:

1. Have you requested SAT, ACT or TOEFL scores to be sent to this college from the testing organization?
  - Yes
  - No
2. Have you requested teacher recs through Naviance?
  - Yes
  - No

Names of your recommending teachers:

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_

*I request the John Bapst Counseling Office to submit to the institution/organization listed above an official copy of my transcript containing a list of courses and grades.*

Student Signature: \_\_\_\_\_

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