



## Final Transcript Request

Student Name: \_\_\_\_\_ Student ID # \_\_\_\_\_

Counselor Name: \_\_\_\_\_ Birthdate: \_\_\_\_\_

Please note that before this request will be processed the following steps **must be complete**:

- Your transcript release authorization must be on file with your counselor
- Your graduation survey in Naviance must be complete

**Name and address of College or Agency to receive transcript:**

Name \_\_\_\_\_

Address \_\_\_\_\_  
Street City State Zip

**IMPORTANT:** Transcripts do not include ACT or SAT scores. **You are responsible for sending your scores to colleges and universities through the testing agencies.** Go to [www.actstudent.org](http://www.actstudent.org) or [www.collegeboard.org](http://www.collegeboard.org) if you have not already sent your official scores to the selected colleges or universities.

\_\_\_\_\_

Signature of Student

\_\_\_\_\_

Signature of Parent/Guardian (required for students under 18)

Return this form to the office of the Registrar, located in the Dean's office.

**Final transcripts will not be mailed until after semester 2 grades have been posted, around June 15<sup>th</sup>.**

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For Office Use Only

Received On: