

Transcript Request

Name: _____ Date: _____

Send a transcript to the following colleges:

1) _____

2) _____

3) _____

4) _____

Check if you want an unofficial transcript

Please give this request form to Ms. Stephenson or leave it at the Counseling Center front desk. It could take about 3 days to process your request, depending on the number of requests she receives. You are welcome to call or come by the Counseling Center to ask when your official transcript was mailed.