

Charles Herbert Flowers High School Guidance and Counseling Department

REQUEST FOR RELEASE OF TRANSCRIPT AND/OR RECOMMENDATION

Please read the following instructions *carefully*. These instructions are intended to expedite the application process. Failure to follow instructions will result in delay of the application process.

1. Recommendations: submit a copy of your resume and/or any pertinent information to your counselor. You must allow **10** working days for all college recommendations to be completed.
2. Transcripts: **SENIORS**: You must submit your completed college applications before any transcripts will be provided. Upon submission of the appropriate documentation, 3 working days are required. Submit all requests to Mrs. Rolling in the Guidance Office. Return to the Guidance Office to pick-up your materials.

Student Name

Grade

Student I.D.

1st Period Teacher/Graduation Date

NAME OF COLLEGE, SCHOLARSHIP PROGRAM OR EMPLOYER	MAILING ADDRESS	INDICATES: TRANSCRIPT/ RECOMMENDATION	DATE SUBMITTED	DATE SENT/ INITIALS

STUDENT SIGNATURE

PARENT SIGNATURE