

# LAUREL HIGH SCHOOL TRANSCRIPT REQUEST

Transcripts should be requested only for those completed applications that you are sending out at this time. Additional transcripts may be requested at a later time. On the back of this form, list the name and address of the colleges, employers, agencies, or scholarship programs to which you are now sending applications. Return this form along with the Secondary School Report (if applicable) to the Guidance Office. You will need a business size envelope with two stamps for each application.

## Application

It is your responsibility to mail your application directly to the college. If your application comes in two separate parts (such as UVA), bring in the **TRANSCRIPT REQUEST** when you have received the second part of the application from the college or university.

## College Transcript Checklist

1. Transcript Request Form: Signed by parent if under 18 years of age.
2. Resume'/Student Questionnaire: Your resume (see sample in guidance) should be typed. The student questionnaire should be typed or printed neatly in black ink. Only one resume/student questionnaire is necessary; the original is kept on file and photocopied as necessary.
3. Stamped and Addressed Envelope: You may pick up envelopes in the Guidance Department. Address the envelope to the college or university admissions office. The return address on the envelope must be Laurel High School. Envelopes require two 41-cent stamps.
4. Secondary/Counselor Form: Sometimes a Secondary School Report or Counselor Form will be included in the application. If the page cannot be removed from the application, bring a photocopy of the page. Attach the form to this transcript request.
5. Counselor's Letter of Recommendation: Rarely does a college require a written counselor recommendation letter. (Please do not confuse this request with the "comments" section on the Secondary or Counselor Forms mentioned in #4 above.)
6. Fee: The first five transcripts are free. Each additional transcript is \$3.00. Please be prepared to pay when you make the request. Make checks payable to Laurel High School.

## SCHOLARSHIP TRANSCRIPT REQUEST

Scholarships requiring transcripts will be handled in much the same way as college transcript requests. However, the transcript will be given to you in a sealed envelope that you will enclose with your scholarship package and mail.

**TRANSCRIPTS AND/OR RECOMMENDATIONS MAY TAKE UP TO THREE WEEKS TO PROCESS. PLEASE SUBMIT MATERIALS WELL IN ADVANCE OF ANY COLLEGE DEADLINES AND IN ACCORDANCE WITH THE "REQUEST FOR TRANSCRIPT DEADLINES."**

**-RELEASE FORM ON REVERSE-**