

Great Bridge High School Counseling Department Transcript Request Form

This form must be completed in full before any transcripts can be prepared. A stamped, addressed envelope must accompany each request for an official transcript. Please allow at least **10 business days** to process your transcript(s). **College transcripts are due the first school day in December in order for transcripts to be mailed prior to the winter break.**

COST: \$2.00 PER TRANSCRIPT

Please submit your request(s) with your money by 1:30 p.m. to the counseling department. Please have exact cash or check made payable to GBHS.

Name (Last, First, Middle Initial): _____

Student ID Number: _____ Year of Graduation: _____

Student Signature: _____ Contact Number: _____

1. Complete the information below.
2. If you plan to pick up the transcript instead of having it mailed, please write "PICK UP" in the college/scholarship name box. We must still know who will be receiving the transcript, so please write the college or scholarship name *and* "PICK UP" in the box.
3. You must have your parent/legal guardian sign the request form.
4. If a letter of recommendation from a counselor is needed, please supply your counselor with a resume or activity list. If the college requires a transcript supplement or secondary school report form to be completed by a counselor, please submit the form with the transcript request.
5. The Virginia State Department of Education requires secondary transcripts to include, if available, college performance related standardized tests such as ACT and/or SAT. Note, these scores may be on your transcript, but many colleges will not accept these scores. Scores must be sent directly from College Board or ACT.

College or Scholarship Name	Parent/Guardian Signature	Is there a secondary school report form? (If yes, submit it with this request)	Are you using the Common Application for this school? (not all use)	Due Date	Date Picked Up or Mailed

For Office Use Only: Date Request Received: _____ Amount Paid: _____