

### CHATHAM HIGH SCHOOL TRANSCRIPT REQUEST

When requesting a transcript for a college or university your school counselor will forward the School Profile, your High School Transcript (includes grades, credit and grade point average), a counselor's statement and a Secondary School Report in support of your application(s).

Transcript Request Intent:    Section I     College/University    Section II     Scholarship     Summer Program     DMV     Insurance

**I understand that if college admission test scores (SAT or ACT) are required it is my responsibility to have them sent directly from the testing agency.**

**SECTION I**

Write in the complete name of the college or university. *The first 4 transcripts are free. Additional copies are \$3.00*

Clearly print the complete name of the college or university	ED *	EA *	RD *	R *	Application Deadline	I completed The Common Application **	Application Submitted
1.							
2.							
3.							
4.							
5.							
6.							

\* EA = Early action; ED = Early Decision; RD = Regular Decision; R = Rolling

\*\* A check in this column indicates that you have applied using the Common Application as opposed to a version of the school's form including priority or VIP application.

#### Student Checklist

Signed FERPA release                       Common App username and password provided in Family Connection                       Early decision form, if applicable

**SECTION II**

To be completed only for transcripts for non-college / university requests including scholarships, summer programs, college coach or DMV purposes when sent by Chatham High School.


Please include the Counselor Statement

**SECTION III**

Please submit 2 copies of this form to the secretary and allow 10 school days to process the transcript request. Deadlines are those established by the college/university or in the case of rolling admission types, 10 school days from the time you submit this form to this office.

Name (Printed): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Counselor: \_\_\_\_\_