

LEE'S SUMMIT NORTH HIGH SCHOOL  
TRANSCRIPT REQUEST FORM  
[Current Seniors]

**\*\*Please allow at least one week from the time you request your transcript for your paperwork to be processed. Thanks ☺**

TODAY'S DATE \_\_\_\_\_

YOUR NAME \_\_\_\_\_

Your Email address: \_\_\_\_\_ [please give us the email address that you check most frequently]

Please list below the name(s) of the colleges or universities requesting your transcript:

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Your transcript will be mailed unless you specify another method:

email (please provide email address): \_\_\_\_\_

FAX \_\_\_\_\_.

Are there specific DEADLINES to submit your application? If so, what are they?

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- I have applied/will be applying to these schools ONLINE
- Please HOLD my transcript until I bring in the paper application along with any letters of recommendation, fees, and/or required essays.
- I will be applying via the Common Application to the following schools:

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IF Letters of Recommendation are required by the college your teachers may email their letters to me if they want to and I can print them. Remember to give your recommender at least 2 weeks to write a letter AND be sure to thank them appropriately ☺ Recommendation packets are available in the Guidance Office for you to complete and hand to your recommender.