

# Official Transcript Request Form\*

***\*Use if transcript must be mailed***

## Return to Registrar, Main Office

**Early (ED/EA) – order by Oct. 3**  
*Regular Decision – order by Dec. 2*

Transcripts ordered after Nov.30  
will be mailed after Jan. 13

Date of Request \_\_\_\_\_

TOTAL # of transcripts requested \_\_\_\_\_

\$2.00 each **ALLOW 2 WEEKS for PROCESSING**

\$5.00 each for RUSH Orders-must arrange with Mrs. Densing

(email: tonidensing@sfhs.com)

Student Name \_\_\_\_\_ Class of \_\_\_\_\_  
Last First

Counselor Name: \_\_\_\_\_

## Check **ONLY ONE** option:

Deliver to Counselor if requesting counselor rec letter (no college address needed)

**OR**

Student will pick up (no college address needed)

**OR**

Mail to College/University:

Name & Address of School #1 \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**List additional schools on BACK**

## Important Reminders:

- **UC campuses do not want transcripts.**
- **CSU campuses may want transcripts. Please check with each CSU campus – check your portals or email communications.**
- SAT and AP scores must be sent directly from the College Board [www.collegeboard.com](http://www.collegeboard.com)
- ACT scores must be sent directly from [www.actstudent.org](http://www.actstudent.org)