

# THIS STUDENT TRANSCRIPT REQUEST FORM

FOR PROCESSING PLEASE ALLOW: 4 WEEKS - OCTOBER THROUGH DECEMBER AND 2 WEEKS - REST OF THE YEAR.

I authorize Twinsburg High School to release the indicated information on this form to the institution listed below.

<hr/> <b>PRINT Student Name</b>	<hr/> <b>Student I.D. No.</b> (no letters)	<hr/> <b>Date</b>	<hr/> <b>Current Grade</b>
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Student's Signature: \_\_\_\_\_

(OFFICE USE ONLY)

Date Rcvd: \_\_\_\_\_

Fee: \_\_\_\_\_

Date Mailed: \_\_\_\_\_

**PRINT NEATLY - NAME AND ADMISSIONS OFFICE ADDRESS  
OF COLLEGE/UNIVERSITY (1 COLLEGE PER TRANSCRIPT FORM):**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**COLLEGE DEADLINE—Request must be submitted  
4 weeks prior to deadline. Student is responsible for  
knowing college deadlines.**  
\_\_\_\_Postmarked by OR \_\_\_\_Received by Date: \_\_\_\_\_

Please send the following information:

- |  |   |
|--|---|
| 1. _____ Transcript                                  | 7. _____ Application (Student Provides if applicable) |
| 2. _____ ACT Score(s)                                | 8. _____ Application Fee (Student Provides) ck# _____ |
| 3. _____ SAT Score(s)                                | 9. <u>  X  </u> School Profile                        |
| 4. _____ Counselor/Prep Form (if applicable)         | 10. _____ Other: _____                                |
| 5. _____ Common App ____SR ____MR                    | 11. _____ <b>Postage (Student Provides \$1)</b>       |
| 6. _____ Applied Online (no application copy needed) |   |

**Recommendation Letters (optional) -- Name of Teacher(s):** \_\_\_\_\_

- \_\_\_\_ Mail recommendation letter(s) with request. (Student must bring unless): \_\_\_\_Teacher prefers to submit to Guidance.  
\_\_\_\_ Teacher mailing separately: Student, give teacher pre-addressed/stamped envelope, allow at least one week for letter(s).  
\_\_\_\_ Teacher completing recommendation online. \_\_\_\_Online recommendation is through the Common Application.

Additional notes regarding your transcript: \_\_\_\_\_

Rev: 6/14/2012

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knowing college deadlines.**  
\_\_\_\_Postmarked by OR \_\_\_\_Received by Date: \_\_\_\_\_

Please send the following information:

- |   |  |
|---|--|
| 12. _____ Transcript                                  | 18. _____ Application (Student Provides if applicable) |
| 13. _____ ACT Score(s)                                | 19. _____ Application Fee (Student Provides) ck# _____ |
| 14. _____ SAT Score(s)                                | 20. <u>  X  </u> School Profile                        |
| 15. _____ Counselor/Prep Form (if applicable)         | 21. _____ Other: _____                                 |
| 16. _____ Common App ____SR ____MR                    | 22. _____ <b>Postage (Student Provides \$1)</b>        |
| 17. _____ Applied Online (no application copy needed) |  |

**Recommendation Letters (optional) -- Name of Teacher(s):** \_\_\_\_\_

- \_\_\_\_ Mail recommendation letter(s) with request. (Student must bring unless): \_\_\_\_Teacher prefers to submit to Guidance.  
\_\_\_\_ Teacher mailing separately: Student, give teacher pre-addressed/stamped envelope, allow at least one week for letter(s).  
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