

EASTERN CHRISTIAN HIGH SCHOOL

PLEASE NOTE! SAT SCORES WILL NOT be sent from this office.
You must request them from CollegeBoard!

TRANSCRIPT & COUNSELOR RECOMMENDATION REQUEST

Student: Please provide the College & Career Office with the requested information. Include complete address for the college and **print clearly**. If this transcript is needed for a scholarship, please fill in the bottom part of this form only after completing the top section.

YOUR NAME (print clearly) _____

DATE SUBMITTED TO THE COLLEGE & CAREER OFFICE _____

I hereby give my permission for the College & Career Office of Eastern Christian High School to send out my transcript to the following college and/or organizations. (**NOTE: Please be sure you have just sent out your application or you are sending it within a few days before requesting your transcripts.**)

YOUR SIGNATURE _____

(Additional requests may be put on the back without filling out all the top information again.)

#1

College Name _____

Full Address _____ (# and street)

_____ (P O Box if applicable)

_____ (City, State, Zip)

_____ Send out transcript only

_____ I request that Mr. Struck write a recommendation for me and send it with the transcript (needs green questionnaire and activity sheet completed 1st time)

_____ There is a Form from the college that is attached and needs to go with the transcript

_____ Is your application on the **Common App**? Yes _____ No _____

If yes, be sure to attach the **Secondary School Form** from the Common App with this request, which can be found at www.commonapp.org under the download section (You may also fill in the Mid Year report and the Final report and hand these in at the same time and they will be completed when due.)

Your transcript and recommendation, if requested, will be sent directly to the college ***within two weeks of your request.***

Scholarship Name _____

(NOTE: If this transcript is for a scholarship, we will make the transcript and put it in a sealed envelope and return it to you to send with your scholarship application. But we do need the name of the scholarship.)

(OVER)

#2

College Name _____

Full Address _____ (# and street)

_____ (P O Box if applicable)

_____ (City, State, Zip)

_____ Send out transcript only

_____ I request that Mr. Struck write a recommendation for me and send it with the transcript (needs green questionnaire and activity sheet completed 1st time)

_____ There is a Form from the college that is attached and needs to go with the transcript

_____ Is your application on the **Common App**? Yes _____ No _____

If yes, be sure to attach the **Secondary School Form** from the Common App with this request, which can be found at www.commonapp.org under download section; as well as the Mid Year report and Final report which we will handle when due.

Your transcript and recommendation, if requested, will be sent directly to the college ***within two weeks of your request.***

Scholarship Name _____

(NOTE: If this transcript is for a scholarship, we will make the transcript and put it in a sealed envelope and return it to you to send with your scholarship application. But we do need the name of the scholarship)

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#3

College Name _____

Full Address _____ (# and street)

_____ (P O Box if applicable)

_____ (City, State, Zip)

_____ Send out transcript only

_____ I request that Mr. Struck write a recommendation for me and send it with the transcript (needs green questionnaire and activity sheet completed 1st time)

_____ There is a Form from the college that is attached and needs to go with the transcript

_____ Is your application on the **Common App**? Yes _____ No _____

If yes, be sure to attach the **Secondary School Form** from the Common App with this request, which can be found at www.commonapp.org under the download section

Your transcript and recommendation, if requested, will be sent directly to the college ***within two weeks of your request.***

Scholarship Name _____

(NOTE: If this transcript is for a scholarship, we will make the transcript and put it in a sealed envelope and return it to you to send with your scholarship application. But we do need the name of the scholarship.)