

**PARSIPPANY HIGH SCHOOL TRANSCRIPT REQUEST FORM**

**APPLICATION DEADLINE** \_\_\_\_\_

NAME OF COUNSELOR: \_\_\_\_\_

TRANSCRIPT TO BE SENT TO:

NAME: \_\_\_\_\_  
                    Last                      First

\_\_\_\_\_ College Name

DATE: \_\_\_\_\_ CLASS OF: \_\_\_\_\_

\_\_\_\_\_ Address  
\_\_\_\_\_

- Note: A complete transcript packet includes:
- a. All courses taken (9-12), final grades, credit, G.P.A., rank.
  - b. Standardized scores, i.e., SAT I & II, ACT
  - c. Activities, honors, employment as reported by student.
  - d. High School Profile is also included.

MAJOR: \_\_\_\_\_  
EARLY DECISION: \_\_\_\_\_  
EARLY ACTION: \_\_\_\_\_  
REGULAR ADMISSION: \_\_\_\_\_

Please send AP scores:   
(Scores will not be sent unless indicated.)

Permission to send complete transcript packet:

List teachers sending recommendations:

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

Name:

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

**\*\*ALLOW 15 WORKING DAYS FOR PROCESSING\*\***

**ATTACH A 9X12 ENVELOPE ADDRESSED TO COLLEGE WITH THREE 42 CENT STAMPS.**

Attach a resume OR Complete side 2  
(only for first transcript or for changes and additions)

**FAILURE TO FOLLOW INSTRUCTIONS MAY DELAY PROCESSING!**

**OFFICE USE ONLY**

**Date Received:** \_\_\_\_\_ **Date Mailed:** \_\_\_\_\_

List all in-school and out-of-school offices held, activities, work, honors, etc., for 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, 12<sup>th</sup> grades.  
For example:

Football 9, 10

German Club 10, 11

Captain 10

President 11

Waitress 11, 12

Stock boy 10

**IN-SCHOOL ACTIVITY**

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**OUT-OF-SCHOOL ACTIVITY**

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**HONORS AND AWARDS RECEIVED**

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**TYPE OF WORK EXPERIENCE**

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