

Tucker High School Request Form

Please select the following items that you need and return this form to the Counseling Department along with your addressed envelope. Please note

- * Transcript requests require **2 school days**
- * Transcript requests with Counselor Recommendation requests require **10 school days**
- * Attach **two (2)** first-class stamps to business envelopes or **three (3)** first-class stamps to the 8 ½ X 11 or larger envelopes.
- * We must use the return address of Tucker High School. Please print clearly.
- * If personal copies are needed, write "Personal Copy" and the total number needed; transcripts will be sealed & unofficial

I, **Student Name:** _____ am requesting the following information. I understand that waivers can only be given to currently enrolled students.

Graduation Year (if applicable) ____/____/____ **and DOB:** ____/____/____

- ☐ **Copy of Immunization/ SS Card/ Birth Certificate**
- ☐ **Counselor Recommendation Form**
(Students must provide forms & stamped, addressed envelopes)
- ☐ **SAT/ACT/ College Application Waivers**
- ☐ **NCAA Clearinghouse Waiver**
(Students must complete registration information at www.eligibilitycenter.org prior to request)
- ☐ **Official/Unofficial Transcript (official must be mailed)**

TO: Name of College, Institution, or Personal Copy (# of copies)

1. _____
2. _____
3. _____
4. _____
5. _____

Please Initial Both Lines Below

_____ I understand that this request requires **2 school days** for processing

_____ I understand that counselor recommendation form requests require **10 school days** for processing

Signature of person requesting release of transcript

Requestor's Email address (Required)

Documents must be picked up from the counseling office during office hours:

Monday, Tuesday, Thursday: 7:30am – 4:00pm

Wednesday, Friday: 7:30am – 3:30pm

Address Envelopes as follows:

Tucker High School
Attn: Counseling
5036 LaVista Road
Tucker, GA 30084

Stamps

College or Employer Name
Address
City, State, Zip Code

FOR USE BY
COUNSELING OFFICE
ONLY

Date Submitted

Received By

Projected Completion Date

Actual Completion Date

Counselor Initials

**** ACT & SAT scores must
be sent directly from
ACT and CollegeBoard**

www.actstudent.org
sat.collegeboard.com