

Transcript Request Procedure

1. Submit Transcript Application Form to the Guidance Office signifying that your application is attached or has been submitted online.
2. Fill out every section of the college application except counselor portion if submitting a hard copy. If there is an application fee, use a paper clip to attach the check or money order to the application.
3. Place the application in a large envelope (9x12) and address it to the “Admissions Office.” We will stamp the return address from Carlynton High School.
(See example)

Carlynton High School
435 Kings Highway
Carnegie, PA 15106

Office of Admissions
Name of College
College Address
City, State and Zip

4. If you have requested a letter of recommendation from one of your teachers, the teacher will return the letter directly to the Guidance Office. Submit your application to the Guidance Office and complete the notation on the form to signify what letters to expect.
5. Attach essays, activity logs/resume or any other information that you would like sent with your transcripts to the transcript application form.
6. When you receive your college acceptance letter, notify the Guidance Office.