Independence High School Guidance Office

Transcript Request Form

STUDENT NAME: ___________________________________________   GRADUATION YEAR ______

COLLEGE/COLLEGE APP/NCAA: ___________________________ CITY ________ STATE ______

Using Common Application?    Yes   No   Early Action:       Yes   No
                           Early Decision:       Yes   No

Brag Sheet Completed & turned into Counselor?    Yes   No

List Common App Colleges:

• ____________________________  • ____________________________
• ____________________________  • ____________________________
• ____________________________  • ____________________________
• ____________________________  • ____________________________
• ____________________________  • ____________________________

Each college must be added to Common Application before you return this form to Guidance Office.

Guidelines:

• Allow one week for processing
• Watch deadlines!
• Some colleges will only accept ACT/SAT from the testing companies. Request these ASAP to allow processing time.

Student Signature: ___________________________________________   Date: ___________________________

Parent Signature: _____________________________________________

For Office Use:     Date Rec’d: _____  Date Sent: _____  Download _____  Payment: _____
                                   Initials: _________  edocs  SENDedu  NCAA  US Mail