

## **Transcript Request**

**Instructions:** Use this request form for each transcript you want sent to either a college or scholarship organization. Include any additional forms needed to be filled out with your transcript request. Clearly write out the Admissions address. Allow 10 days for processing and mailing of the transcript. This means you should have everything to Mrs. Russo a minimum of 13 days before it is due at the college or scholarship organization. Please note that an addressed and stamped envelope should be provided for teacher recommendation forms that are to be mailed separately. Please return form to Mrs. Russo at [mrusso@dayspringchristian.com](mailto:mrusso@dayspringchristian.com) or office. **At no time and under no circumstances, can we hand you an official transcript.**

Student Name: \_\_\_\_\_ Graduation Date: \_\_\_\_\_

Application Deadline: \_\_\_\_\_

Name of college / scholarship organization: \_\_\_\_\_

Address of college / scholarship organization: \_\_\_\_\_

\_\_\_\_\_

Any additional forms needed to be sent with transcript? What forms? \_\_\_\_\_

\_\_\_\_\_

Please Note: The transcript will not be sent until all the requested forms are in.

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

Financial Office Signature: \_\_\_\_\_

Date submitted to Guidance office: \_\_\_\_\_

### **Guidance Checklist:**

Date mailed by Guidance office: \_\_\_\_\_

Recorded in Spreadsheet: \_\_\_\_\_