

Request for Transcripts

Turn around time for a transcript is 2 school days. Be sure to place requests early. It is the student's responsibility to request, pick-up and mail these records in time to meet college deadlines. SAT and ACT scores are available directly from the testing agencies.

Today's Date _____ Year of Graduation/Withdrawl _____

Name _____ Phone # _____

Date of Birth _____

Number of Transcripts Requested _____ Other _____

Please request SAT and ACT scores directly from the College Board and ACT.

For **Prior Graduates** needing records, send to:

Date Picked Up

Signature Upon Receipt of Records