

TRANSCRIPT REQUEST

This form must be completed for each transcript request. Additional forms are available on the GHS website, in the counseling office or in the college & career center. Bring a 9x12 envelope with 3 stamps for each transcript requested. Note: The first 3 college application transcript requests are free. After that, they are \$5 each. Scholarship and on-the-spot transcript requests are free.

<small>For Office use ONLY</small>
Today's Date: _____
Fee Paid: \$_____
Date Mailed: _____
Mid-Year: _____
Final Transcript: _____

STUDENT'S NAME: _____

ID #: _____ **GRADE:** _____ **Cell Number (if you have texting):** _____

EMAIL Address (if you check it daily; please print clearly): _____

COLLEGE/UNIVERSITY/SCHOLARSHIP: _____

ADDRESS: _____

Deadline: _____ **Date you expect to submit your application :** _____
(give 15 school days notice for your first college application request)

Kind of application: _____ Early Action
(check one) _____ Early Decision (binding)
_____ Priority
_____ Rolling
_____ Regular
_____ Other _____

Mid-year required?
(circle one)
(requires a business envelope,
addressed, with 1 stamp for each
mid-year)

What do you want mailed with transcript? Counselor recommendation letter _____
Secondary school report _____
Report card _____
Teacher rec letter (name) _____
Teacher rec letter (name) _____
Other rec letter(s) in your file _____

(Circle one)

I **HAVE** **HAVE NOT** had a schedule change that affects my courses in progress.
Changes made: _____

Yes No

Are you enrolled in Montgomery College classes and/or College Institute?

If so, login to your myMC account, print your unofficial transcript and submit it with this form. Mid-year transcripts and transcript requests after January 1 also require official MC transcripts to be mailed to the college or university. You can mail them directly from MC or they can go with your GHS transcript.