

# TRANSCRIPT REQUEST for COLLEGES AND SCHOLARSHIPS

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.

**Office use only!**

Today's Date: \_\_\_\_\_

Date Mailed: \_\_\_\_\_

Mid-Year: \_\_\_\_\_

Final Transcript: \_\_\_\_\_

STUDENT'S NAME: \_\_\_\_\_

ID #: \_\_\_\_\_ GRADE: \_\_\_\_\_ Cell Number: \_\_\_\_\_

EMAIL Address: (print clearly): \_\_\_\_\_

COLLEGE/UNIVERSITY/SCHOLARSHIP: \_\_\_\_\_

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? Yes No  
(circle one)

What do you want **sent 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 \_\_\_\_\_

I **HAVE** **HAVE NOT** had a schedule change that affects my courses in progress.  
(Circle one)

Changes made: \_\_\_\_\_

**Are you enrolled in Montgomery College classes and/or College Institute? Yes or No**  
If so, login to your myMC account, print one copy of your unofficial transcript and submit to counseling. Transcript requests after January 1 (including mid-year and FINAL) require official MC transcripts to be sent directly from MC to the college or university.

CommonApp School  Did you use the CommonApp Yes or No