

TRANSCRIPT & COUNSELOR RECOMMENDATION REQUEST

Date: _____

Student Name: _____

Yr. of Graduation: _____

Receiving College: _____ State: _____
(Student must have submitted application prior to transcript request)

I have completed my application & paid online to above school –

**I have completed my application & paid online through Common App, SendEdu,
Coalition or Other: _____**

Student's signature: X

Carefully review options below & check applicable ones. We cannot be responsible for something you do not tell us.

RETURN TO STUDENT FOR MAILING OR FAX UNOFFICIAL COPY TO:

Fax #: _____ **Attn:** _____ **School** _____

SEND VERIFICATION OF TRANSCRIPT MAILING TO STUDENT EMAIL

I HAVE A TEACHER/FACULTY RECOMMENDATION TO GO WITH TRANSCRIPT

(You must fill out a Teacher Recommendation Request AFTER verbally asking Teacher first)

Teacher(s) Name(s) _____

____ I want you to hold my transcript to include Recommendations & I will ask teacher(s) to return transcripts directly to you in sealed envelope.

____ I want you to mail my transcript now and Recommendations will be sent individually. I will arrange to have Teachers mail recommendations directly or I will mail myself.

I HAVE A COUNSELOR RECOMMENDATION THAT NEEDS TO GO WITH THIS

(You MUST give Ms. Kyte a resume to work from, which includes all activities and interests outside of CHS)

____ I have a form that needs to be mailed with Transcript (Attach form & Resume to Request) *

____ I have an online request that needs to be completed by counselor

Please fill out form @ www._____ (Please provide website)

____ Counselor should receive online request for recommendation as part of application (ex. SendEdu)

**NO stamp or envelope is required.
The cost of sending transcripts is now included in Senior Fees.**