

# CEDAR CREST HIGH SCHOOL ♦ Transcript Request Form

You must allow **10 SCHOOL DAYS** for the Counseling Office to process your request!

Date submitted to Counseling Office: \_\_\_\_\_

Student Name: \_\_\_\_\_ Graduation Year: \_\_\_\_\_  
 Student Email Address: \_\_\_\_\_ Counselor: \_\_\_\_\_  
 Future Career Goal: \_\_\_\_\_

**Please Complete ONE Form per Request! You may NOT put multiple requests on the same form.**

## Common Application

*There is NO FEE for Common App Requests.*

**OR**

## All other Transcript Requests

- \$1.00 Mailing Fee Paid - *There is no fee for PSU.*
- \$3.00 Late Fee Paid - *If not received 10 SCHOOL DAYS prior to application deadline. Your materials will be expedited, however there is NO GUARANTEE they will arrive by due date if submitted late.*

### 1. List all schools you are applying to on Common App:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### 2. Application Deadline:

Is this an **Early Decision** Application: Yes No Not Sure  
*(If yes or not sure, you MUST meet with your counselor!)*

### 3. Turn in a Green Letter of Recommendation Form to your School Counselor if you have not already done so!

### 4. Check the items below that you are requesting:

- Transcript
- Counselor Letter of Recommendation

**\*Note:** *Teachers must upload their Letters of Recommendation directly to Common App. Do not turn them into the Counseling Office! See your counselor for assistance.*

### 1. Select reason for request:

- Post-Secondary School:** \_\_\_\_\_
- Penn State University:** *(If NOT using Common App, you will be provided an unofficial transcript for self-reporting)*
- Scholarship:** \_\_\_\_\_
- Military:** \_\_\_\_\_
- NCAA Clearinghouse**
- Other:** \_\_\_\_\_

### 2. Application Deadline:

Is this an **Early Decision** Application: Yes No Not Sure  
*(If yes or not sure, you MUST meet with your counselor!)*

### 3. Check the items below that you are requesting:

- Transcript
- Counselor Letter of Recommendation – *Turn in a Green Letter of Recommendation Form to your School Counselor if you have not already done so!!*

### 4. Are we mailing recommendation letters with the transcript?

If so, attach them to this request and list the names below:

Name: \_\_\_\_\_  
 Name: \_\_\_\_\_

Should we print standardized test scores on your transcript? SAT:  Yes  No ACT:  Yes  No

Other Special Requests: \_\_\_\_\_

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

Date: \_\_\_\_\_ *(Required for students 17 years and younger)*

### Office Use Only

Date submitted to counselor: \_\_\_\_\_ Initials: \_\_\_\_\_

Date all materials mailed/emailed/uploaded by Counseling Office: \_\_\_\_\_ Initials: \_\_\_\_\_