

# CEDAR CREST HIGH SCHOOL ♦ Transcript Request Form

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

Student Name: \_\_\_\_\_ Graduation Year: \_\_\_\_\_

Counselor: \_\_\_\_\_ College Major/Career Plan: \_\_\_\_\_

## 1. Reason for Transcript Request:

- ☐ Common Application – *If Common App, you MUST include a resume and/or Recommendation Request form!*
  - You do NOT need to complete more than one request for Common App...even if you add more schools to your list at a later date.
  - You WILL need to make a new request for Common App if any of your schools require a Mid-Year Transcript (see option below).
- ☐ Post-Secondary School Online Application: \_\_\_\_\_
- ☐ Penn State University – *There is no fee. We will provide you with an unofficial transcript to self-report your grades.*
- ☐ Mid-Year Transcript – *This is for schools interested in seeing your senior year semester 1 grades...usually available in mid-February.*
  - ☐ Common App – *You only need to make one request for Common App...all schools on your list will have access to the Mid-Year Transcript that is uploaded to your account.*
  - ☐ Post-Secondary School: \_\_\_\_\_
- ☐ Scholarship: \_\_\_\_\_
- ☐ Military: \_\_\_\_\_
- ☐ NCAA Eligibility Center
- ☐ Other: \_\_\_\_\_

## 2. Application Deadline:

- Is this an Early Decision application? Yes No Unsure
  - If yes or unsure, you MUST make an appointment with your school counselor!

## 3. Application Fee:

- ☐ \$1.00 Mailing Fee → *There is NO fee for Common App or Penn State University requests.*
- ☐ \$3.00 Late Fee → *If request is not received 10 school days prior to the deadline.*
  - Your materials will be expedited, however, there is NO GUARANTEE they will be received by due date if submitted late.

## 4. Items Requested from Counselor:

- ☐ Transcript
- ☐ Letter of Recommendation – *You MUST include a Recommendation Request form! A copy of your resume would also help.*

*\*For Common App, other recommenders will upload their letters directly to your account. Please do not turn them into the Counseling Office.*

## 5. Do you want SAT or ACT scores printed on the Mid-Year Transcript? Select 'No' if you did not take the test(s).

SAT: ☐ Yes ☐ No      ACT: ☐ Yes ☐ No

6. Special Requests: \_\_\_\_\_  
\_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ (Required for students 17 years and younger)

## Office Use Only

Date submitted: \_\_\_\_\_ Initials: \_\_\_\_\_ Date processed/sent: \_\_\_\_\_ Initials: \_\_\_\_\_