



HIGH SCHOOL TRANSCRIPT REQUEST FORM

Date of Request: _____

Name: _____

Maiden name while attending Springwood School: _____

Graduation Date: _____

Request for: Official Transcript Unofficial Transcript

If applying for admission, please make sure all other required forms are attached (secondary school report, counselor recommendation form, mid-year report, or end of year report).

It is the student's responsibility to contact his/her teachers for recommendations. I have asked

* _____ *
* _____ *

for letters of recommendation. Please note that letters must be returned with this form.

*Include ACT/SAT Test Scores: Yes No

Specify Test Date: _____

*Most colleges and universities require test scores (ACT/SAT) to be sent directly from the testing agency. If you are applying for admission or scholarships, please make sure you have sent your test score in time to be received by the application or scholarship deadline, and that you have sent a test score with writing if required. _____ Initial

Application/Scholarship Deadline: _____

Send Transcript to (print clearly): _____

Email Transcript to: _____

Signature of Student or Guardian: _____

OFFICE USE ONLY	
Process Date:	Signature of Processor: