

## GALION HIGH SCHOOL GUIDANCE DEPARTMENT

### COLLEGE APPLICATION REQUEST FOR TRANSCRIPT

Once you have completed a college application(s), you must have an official copy of your transcript sent from the Guidance Office to your college(s). Sometimes, the college(s) provides a transcript request form to give to your counselor as part of the application process; sometimes, the application process has an on-line method for you to request this information. If so, you can use them. If not, use this form to make the request.

**Do not submit this request to Guidance until you have sent your application.** We don't want your transcript to arrive there before the college(s) has any record of you.

- STUDENT  
NAME \_\_\_\_\_ DOB \_\_\_\_\_

- NAME OF COLLEGE(S) If you apply to multiple colleges in the same time frame, you can put them all on one sheet. If you apply in different time frames, then you will need to do another one at that time.
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- If this school is out of state, please provide the address of the admissions office:
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- Check to see if the college may have a "Counselor Form" or a "Secondary School Report" or a "School Report" that the counselor also needs to complete. Many private colleges do have one. If so, you will need to download it and attach it to this form so that the counselor can send it when she sends your transcript.
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- Student  
Signature \_\_\_\_\_ Date \_\_\_\_\_
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Date received by counselor \_\_\_\_\_

Date sent by counselor \_\_\_\_\_