

REQUEST AND AUTHORIZATION FOR OFFICIAL TRANSCRIPT

NAME: _____ DATE: _____

CAREER PLANS/MAJOR: _____

SEND TRANSCRIPT TO:

School/Address:	Applied in Person	Applied On-Line	Enclosed is My Application/Fee

Official Transcript Standard Items Included: Weighted GPA/Class Rank; Grades; Courses Completed/In Progress (Incl. Honors/AP Courses); Grading Scale; SAT/ACT Scores; PSSA Scores; Extracurricular Activities should be submitted by student (see attached page).

Please check additional items you would like to appear on your transcript:

___ SS # _____

Student Signature: _____

Parent Signature: _____

RETURN TO GUIDANCE OFFICE – PLEASE ALLOW 3-5 DAYS FOR TRANSCRIPT TO BE SENT

For Guidance Office Use Only:

Transcript Submitted to _____ Date: _____

