

## Requesting a Transcript of Your High School Grades

- ❖ **Always sign a release form (see Sample #2 in this packet) whenever you want your records sent to a college, coach, employer, etc.** If you are under 18 years of age your parents are required to sign the release. You may include as many colleges as you need on one release form.
- ❖ **Any transcript that is sent to colleges, employers, etc. should be an *official* transcript—this means the transcript bears the raised school seal and is sent from our office to the college or other institution. Transcripts with the raised seal are not given to individuals.** You may request an unofficial transcript (without the raised school seal) to use for college visits or to keep in your personal file, but it cannot be used for application to college. We suggest you make copies of your unofficial transcript so that you don't have to request one each time you make a college visit.
- ❖ **Mailing your paper application without processing it through your counselor is generally discouraged.** Any exceptions to this rule would be noted in the college application packet. We recommend that you bring your completed application packet to the Guidance Office for processing and mailing. Remember to include a checklist (See Sample #1 in this packet).
- ❖ **If you apply On-line, you should immediately request a transcript and any other supporting documents you might need from your counselor or teachers. We request that you also complete a checklist (Sample #1).** Colleges will not process your application without an *official high school transcript*.

## Requesting a Recommendation from your Teachers and/or Other Individuals

Some colleges ask for a recommendation (sometimes called an appraisal) from your teachers, counselors, or other individuals, such as an employer, pastor, scout leader, etc. This recommendation can be either a letter or a form the college provides for this purpose. The following is the accepted etiquette when requesting recommendations.

- ❖ **Always give ample notice (at least one week, but preferably two weeks prior to the mailing date) when you ask someone for a written recommendation.** Keep in mind that some of your teachers get numerous requests and usually must write the recommendations on their own time.
- ❖ **If your college asks that the recommendation be included in your application packet, ask the teacher to deliver the recommendation to the Guidance Office.** If the person giving the recommendation is outside the school system, ask that individual to put the letter in a sealed envelope for you to deliver with your application. As a general rule you should not expect to see a copy of the recommendation.
- ❖ **If your college asks that the recommendation be mailed by the individual giving the appraisal,** provide that individual with a stamped envelope addressed to the college admissions office.
- ❖ **If the required recommendation is a form provided by the college,** always complete the student section of the form (usually found at the top of the form) before you give it to your counselor, teacher, etc. This insures that your name, address, phone number, birth date, and social security number are in agreement with the information on your application form.