

Request for Official Transcripts for NON-STANDARD Scholarship Applications

I need _____ copies of my transcript because I am applying for that many non-standard scholarships. **REMEMBER...we need time to process everyone's requests. Please request 2 weeks prior to each applications deadline. THANK YOU.**

STEP 1 Complete the following sections ENTIRELY:

Your Name	Date (handed into guidance)
Name of Scholarships	Dates Due (if any)

**** If you need more room, please use the back of this form ****

STEP 2 Please make sure you have completed the following:

- a. Answered all the questions on the application;
- b. Signed and dated your application;
- c. Had your parents sign your application, if you are older than 18 yrs. and a parent's signature is required;
- d. Included your essay, if one is required;
- e. Included activities sheet if desired;
- f. Included teacher recommendation or given recommendation forms to teachers with addressed stamped envelopes (if teacher recommendation is required).

STEP 3 Complete the following and submit to guidance with this form:

Note: USE PEN ONLY

Provide an envelope for **each non-standard** scholarship you are requesting a transcript for. On each envelope please write **your name** and the **name of the non-standard scholarship** the transcript is required for. There is no need to fill out an envelope if you are sending the application electronically.

Student or Parent Signature (if under 18 years old) and date