

For Office Use Only

Date Received _____ **Date Due** _____ **Date Sent** _____

Request for Unofficial Transcripts for STANDARD Scholarships

I am requesting one unofficial copy of my transcript because I am applying for scholarships that use the standard local scholarship form.

Make as many copies of your unofficial transcript as the number of scholarships that you are applying. Attach your transcript to each packet. Please list the name of the scholarships below. Attach this form to the top of all your packets when you turn them in.

STEP 1 Complete the following sections ENTIRELY:

Your Name

Date (handed into guidance)

Name of Scholarship

Date Due (if any)

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***** 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. included your essay, SAR, College Board Score Report, financial aid package
- d. included activities sheet (if desired)
- e. included teacher recommendation (if teacher recommendation is required)

Parent Signature (if under 18 years old) and date