



## Request for Transcript

Important: Please note that:

- 1) YOU MUST SIGN THIS FORM and return it to Mrs. Branecky.
- 2) You must allow TWO WEEKS for this request to be processed.
- 3) You are allowed 10 free transcript transfers per year. Additional transcripts will cost \$10 each; money for additional transcripts must be submitted with request for transcript
- 4) You may use this same form for transcript requests for scholarship programs. Enter scholarship program name and address in place of college.

I (print student name) \_\_\_\_\_  
request that a copy of my current Chesterton Academy transcript be released to the following:

1) College name: \_\_\_\_\_

Applying via Common App? \_\_\_YES\_\_\_NO College Deadline: \_\_\_\_\_

If NO, please provide mailing address:

Attn: \_\_\_\_\_

Address: \_\_\_\_\_

City, St, Zip \_\_\_\_\_

Phone: \_\_\_\_\_

2) College name: \_\_\_\_\_

Applying via Common App? \_\_\_YES\_\_\_NO College Deadline: \_\_\_\_\_

If NO, please provide mailing address:

Attn: \_\_\_\_\_

Address: \_\_\_\_\_

City, St, Zip \_\_\_\_\_

Phone: \_\_\_\_\_

Student signature (if student over 18): \_\_\_\_\_

Parent signature (if student under 18): \_\_\_\_\_