

Carroll County Public Schools ~ Transcript Request Form

Student Name: _____ Advisor: _____

Today's date: _____ Date of Graduation: _____ Contact number: _____

The following items may be requested:

Transcript: A transcript lists courses, final grades, courses in progress, current grades where applicable. Includes GPA and class rank.

Test Scores: SAT www.collegeboard.com / ACT www.act.org

It is the responsibility of the student to determine if the College / University require that the scores come directly from the Testing Center.

Name / Address of College / University	Transcript	Application Deadline	Secondary School Report (circle)	Test Scores (circle)	Using Common Application
1. _____ _____ _____ _____	YES		YES	SAT	YES
	NO		NO	ACT DO NOT SEND	NO
2. _____ _____ _____ _____	YES		YES	SAT	YES
	NO		NO	ACT DO NOT SEND	NO
3. _____ _____ _____ _____	YES		YES	SAT	YES
	NO		NO	ACT DO NOT SEND	NO

- Please allow 10 school days for processing.
- **ATTACH** Secondary School Request Report Forms if required by the College or University
- First Three Transcripts are Free of Charge. \$1.00 for each additional request. \$5.00 for CCPS Graduates / Withdrawn students.

I authorize the release of my records under the Family Rights and Privacy Act of 1974 (Public Law 93-579)

Student Signature: _____ **Date:** _____

<input type="checkbox"/> Sent electronically (Web Portal) _____ <small>(date)</small>	<input type="checkbox"/> Sent via USPS _____ <small>(date)</small>	<input type="checkbox"/> Sent through Common App _____ <small>(date)</small>
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