

**Carroll County Public Schools
Transcript Request Form**

Name: _____

Date of Birth: _____

Phone Number: _____

Graduation Date: _____

A transcript lists courses, final grades, courses in progress, current grades where applicable, weighted and unweighted GPA and class rank. SAT and ACT test scores will be included on the transcript unless otherwise noted. Most colleges require either SAT or ACT scores as part of the admission process.

Please see www.collegeboard.com for SAT and www.actstudent.org for ACT instructions.

Be sure to attach **Secondary School Report Forms (or Counselor Recommendation Forms)** if required by the college/university. This form can be printed from the college's website.

Name / Address of College	√ if Secondary School Rpt is attached	√ to NOT include SAT / ACT scores	√ if need a Counselor Letter of Rec	Application Due Date
1. _____ _____ _____				
2. _____ _____ _____				
3. _____ _____ _____				

Please allow 10 school days for processing.

First 3 transcripts are free of charge.
\$1.00 each additional request.
\$5.00 each for graduates or withdrawn students.

Received Date: _____ Initials: _____
Sent Date: _____ Initials: _____

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

Student Signature

Date