

Manchester Valley High School ~ Transcript Request Form

Last Name: _____ First Name: _____

Counselor Name: _____ Graduation Year: _____ E-mail Address _____

Transcripts list courses, final grades, courses in progress. It includes GPA and class rank.

It is the responsibility of the student to send the College/University SAT and/or ACT scores directly from the testing agency.

To complete the Transcript Request process students must:

1. Complete this form 2. Complete the Self Assessment Form if Counselor Rec is needed 3. Return completed forms, and any fees to your counselor

Allow 10 School Days for Processing

College/University, Armed Forces, Employer, etc. Admissions Office Address	Application		Transcript		Other Supporting App Documents		Counselor Recommendation Letter		Office Use Only
	Deadline	How	How	How	How	How	How		
Example: Towson University ATTN: Undergraduate Admissions 7800 York Rd, Suite 216 Towson, MD 21252 admissions@towson.edu	10/15	<input checked="" type="radio"/> Common App Electronic <input type="radio"/> Paper <input type="radio"/> Coalition	<input checked="" type="radio"/> Yes Common App Electronic <input checked="" type="radio"/> Mail Other: _____ <input type="radio"/> No	<input type="radio"/> Yes Common App Electronic <input type="radio"/> Mail Other: _____ <input checked="" type="radio"/> No	<input type="radio"/> Yes Common App Electronic Mail Other: _____ <input checked="" type="radio"/> No	<input checked="" type="radio"/> Yes Common App Electronic <input type="radio"/> Mail Other: _____ <input type="radio"/> No	<input checked="" type="radio"/> Yes Common App <input checked="" type="radio"/> Electronic <input type="radio"/> Mail Other: _____ <input type="radio"/> No	Completed Date: <u>10/17</u> Completed By: <u>LN</u> Recorded: _____	
		<input type="radio"/> Common App Electronic <input type="radio"/> Paper <input type="radio"/> Coalition	<input type="radio"/> Yes Common App Electronic <input type="radio"/> Mail Other: _____ <input type="radio"/> No	<input type="radio"/> Yes Common App Electronic <input type="radio"/> Mail Other: _____ <input type="radio"/> No	<input type="radio"/> Yes Common App Electronic <input type="radio"/> Mail Other: _____ <input type="radio"/> No	<input type="radio"/> Yes Common App Electronic <input type="radio"/> Mail Other: _____ <input type="radio"/> No	<input type="radio"/> Yes Common App Electronic <input type="radio"/> Mail Other: _____ <input type="radio"/> No	Completed Date: _____ Completed By: _____ Recorded: _____	
		<input type="radio"/> Common App Electronic <input type="radio"/> Paper <input type="radio"/> Coalition	<input type="radio"/> Yes Common App Electronic <input type="radio"/> Mail Other: _____ <input type="radio"/> No	<input type="radio"/> Yes Common App Electronic <input type="radio"/> Mail Other: _____ <input type="radio"/> No	<input type="radio"/> Yes Common App Electronic <input type="radio"/> Mail Other: _____ <input type="radio"/> No	<input type="radio"/> Yes Common App Electronic <input type="radio"/> Mail Other: _____ <input type="radio"/> No	<input type="radio"/> Yes Common App Electronic <input type="radio"/> Mail Other: _____ <input type="radio"/> No	Completed Date: _____ Completed By: _____ Recorded: _____	
		<input type="radio"/> Common App Electronic <input type="radio"/> Paper <input type="radio"/> Coalition	<input type="radio"/> Yes Common App Electronic <input type="radio"/> Mail Other: _____ <input type="radio"/> No	<input type="radio"/> Yes Common App Electronic <input type="radio"/> Mail Other: _____ <input type="radio"/> No	<input type="radio"/> Yes Common App Electronic <input type="radio"/> Mail Other: _____ <input type="radio"/> No	<input type="radio"/> Yes Common App Electronic <input type="radio"/> Mail Other: _____ <input type="radio"/> No	<input type="radio"/> Yes Common App Electronic <input type="radio"/> Mail Other: _____ <input type="radio"/> No	Completed Date: _____ Completed By: _____ Recorded: _____	

Current MVHS Students: The first (3) transcripts are FREE. Additional transcripts are \$2.00/each

Former Graduates/withdrawn students: Transcript fee is \$5.00/each

*All transcripts sent electronically or thru Common App count as 1.

Number of transcripts: _____ Amount due: _____ Payment type: _____

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

Student Signature: _____