

Manchester Valley High School ~ Transcript Request Form

Student Name: (Print) _____ Graduation Year: _____ Today's Date: _____

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

Test Scores: *It is the responsibility of the student to send the College/University their SAT and/or ACT scores directly from the Testing Center:* SAT www.collegeboard.org ACT www.act.org

To complete the Transcript Request process students must:

1. Complete this form
2. Complete the MVHS Self Assessment Form
3. Return completed Transcript Request and Self Assessment forms, and any fees to the Counseling Office

College/University Name and Admissions Office	Application Deadline:	Applying Through:	Supporting Application	Counselor Rec. Letter?	OFFICE USE ONLY
		Common App or School Specific ----- Paper ___ or Electronic ___	YES –How? Common App Send EDU CollegeNET Paper or NO	YES (If Yes, Self Assessment form must be included) or NO	Date Received: _____ Date Sent: _____ Mail: _____ or Electronic: _____ ___ Common App ___ Send EDU ___ CollegeNET ___ Paper
		Common App or School Specific ----- Paper ___ or Electronic ___	YES –How? Common App Send EDU CollegeNET Paper or NO	YES (If Yes, Self Assessment form must be included) or NO	Date Received: _____ Date Sent: _____ Mail: _____ or Electronic: _____ ___ Common App ___ Send EDU ___ CollegeNET ___ Paper
		Common App or School Specific ----- Paper ___ or Electronic ___	YES –How? Common App Send EDU CollegeNET Paper or NO	YES (If Yes, Self Assessment form must be included) or NO	Date Received: _____ Date Sent: _____ Mail: _____ or Electronic: _____ ___ Common App ___ Send EDU ___ CollegeNET ___ Paper
		Common App or School Specific ----- Paper ___ or Electronic ___	YES –How? Common App Send EDU CollegeNET Paper or NO	YES (If Yes, Self Assessment form must be included) or NO	Date Received: _____ Date Sent: _____ Mail: _____ or Electronic: _____ ___ Common App ___ Send EDU ___ CollegeNET ___ Paper

Please allow 10 school days for processing.

Current Students: *First three (3) transcripts are free. \$2.00 for each additional request.*

Graduates/withdrawn students: \$5.00 for CCPS (All Common App/Electronic = 1 for Fees)

Amount Paid by student: \$ _____

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

Student Signature: _____ Date: _____