

TRANSCRIPT REQUEST FORM

Your name \_\_\_\_\_

Today's date \_\_\_\_\_ Postmark date set by college \_\_\_\_\_

College / University / Other \_\_\_\_\_  
(Yes, you must fill out a separate form for each institution)

*DOES YOUR APPLICATION INCLUDE A SECONDARY SCHOOL REPORT FORM AND A MID-YEAR REPORT FORM? IF YES, TURN THESE FORMS IN TO THE C<sup>3</sup>.*

Name of Previous High School (if applicable) \_\_\_\_\_

\*\*\*\*\*

**Please sign at the bottom of page after reading the following instructions carefully.**

**COLLEGE APPLICATION INSTRUCTIONS - PAY ATTENTION TO EACH PART**

- Application - YOU MAIL YOUR APPLICATION - turn in a copy for your file
- Application Fee – YOU MAIL YOUR APPLICATION FEE - Boarders can get checks made by HPA – Boarders complete check request form from the C<sup>3</sup>, take the form to the accounting office, and pick up the check at the C<sup>3</sup> when it is ready.
- SAT, ACT, AP and TOEFL scores – YOU SEND YOUR SCORES DIRECTLY TO THE COLLEGES
- Secondary School Report Form AND Mid- Year Report Form – you turn these two forms in at the same time to the C<sup>3</sup> – THE C<sup>3</sup> WILL MAIL THESE FORMS
- HPA transcript – THE C<sup>3</sup> WILL MAIL YOUR TRANSCRIPT (Important note: Transcripts do not include Standardized Testing Scores)
- Previous high school transcript needed – THE C<sup>3</sup> WILL MAIL A COPY OF YOUR PREVIOUS HIGH SCHOOL'S TRANSCRIPT

**REMEMBER, YOU ARE RESPONSIBLE FOR SENDING ALL OF YOUR TEST SCORES DIRECTLY TO COLLEGES, SCHOLARSHIP AGENCIES, AND THE NCAA CLEARINGHOUSE.**

**For teacher recommendations**, please deal directly with your teachers. Give them at least one month's notice. Provide them with stamped, addressed envelopes so they can mail the recommendations directly to your colleges.

Remember to sign and date all of your materials.

Remember to make a copy of your application for your file.

\*\*\*\*\*

**ANY SPECIAL INSTRUCTIONS FROM STUDENT:**

STUDENT SIGNATURE \_\_\_\_\_