

# Transcript Request Packet

## 4 Year Schools

### Contents

- Transcript Request Form
- Permission to Release Records Form
- Waiver of Right to see Recommendation Form
- Request for Counselor Recommendation Form
- High School Credential Form
- Parent Questionnaire
- Midyear Report Request

### Timeline

October 1<sup>st</sup> – GPA's and Class Rankings are available.

October 8<sup>th</sup> – Begin to bring your completed transcript requests to Ms. Finkelsen.

November 1<sup>st</sup> – All transcript requests needed by the Thanksgiving Break are due by this date.

December 3<sup>rd</sup> – All transcript requests needed by the Winter Break are due by this date.

January 28<sup>th</sup> – Bring your request forms for Mid-Year Reports to Ms. Finkelsen.

May 28<sup>th</sup> – Turn in a stamped envelope addressed to the college that you will be attending so that your final transcript can be mailed by the guidance office.

### Important Information

- Bring all transcript requests to Ms. Finkelsen during your lunch period.
- Transcript requests will be processed within 48 hours. Please stop back in to pick them up from Ms. Finkelsen during your lunch period.
- Counselor recommendations will be mailed to the colleges by your counselor. Please bring in a stamped envelope for each school that you want to receive the counselor recommendation. There will be a \$1 charge per recommendation if you do not include a stamped envelope.
- Take all teacher recommendation requests directly to your teacher along with a stamped envelope for each school.

## **Frequently Asked Questions**

**A complete transcript request consists of:**

**Situation A:** You only need an official transcript

- A completed Transcript Request Form
- A Request for Permission to Release Records Form signed by your parent
- A Waiver of Right to see Recommendation Form signed by both you and your parent

**Situation B:** You need an official transcript and a counselor recommendation

- A completed Transcript Request Form
- A Request for Permission to Release Records Form signed by your parent
- A Waiver of Right to see Recommendation Form signed by both you and your parent
- A form from the school to which you are applying (usually called a Secondary School Report) that states that a counselor recommendation is needed
- A completed request for Counselor Recommendation Form
- A completed High School Credentials Form
- A Parent Questionnaire (optional)

**How do I know if I need a counselor recommendation?**

If you need a counselor recommendation there will be a form (usually called a Secondary School Report) provided by the school that states a counselor recommendation is needed. This form is usually located within the application itself. If you are applying online, you can usually locate the form on the admissions page of the school's website.

**How do I know if I need a Midyear Report?**

Most Maryland schools require a Midyear Report and have an actual form that needs to be filled out by the counselor. Bring this form and the Midyear Report request to Ms. Finkelsen by January 28<sup>th</sup>.

**How do I know if I need a final transcript and what do I need to turn in to request my final transcript?**

Every school requires a final transcript. When requesting a final transcript, bring a stamped envelope addressed to the college you will be attending. Make sure your name is written in the bottom right hand corner.

**How much do transcripts cost?**

Official transcripts cost \$4. Unofficial transcripts cost \$1. There will also be a \$1 charge to mail counselor recommendations if a stamped envelope is not provided.