**Today’s date is\_\_\_\_\_\_\_\_\_**

**Transcript Request Form for Scholarships**

**(Please Print)**

**Student Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of Scholarship:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**What kind of transcript do you need? Official or Unofficial (Circle One & read below.)**

* If official, please attach fee of $4.25 cash or check (made payable to York High School)
	+ \_\_\_\_\_\_ Fee attached. OR \_\_\_\_\_\_ I qualify for a fee waiver.
* If unofficial, there is no fee.

**Do you need Hard Copy or Electronic? (Circle One & read below.)**

* If hard copy, you must come back to the CCRC to pick it up.
	+ Initial here \_\_\_\_\_\_\_\_ to indicate you understand this.
* If electronic, how are we supposed to submit it?
	+ \_\_\_\_\_\_\_\_ My counselor will receive an email with a link to submit it.
	+ \_\_\_\_\_\_\_\_ Mrs. Thompson is sending it to the committee.
	+ \_\_\_\_\_\_\_\_ It can be uploaded through this website: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	+ \_\_\_\_\_\_\_\_ Email it to this address so I can upload: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(please note that transcripts are not typically considered official if emailed to the student)

**Do you need anything from your counselor? If YES, counselor name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Circle what you need, below) (Print Counselor’s Last Name)**

1. Complete a form/part of my application. (allow 5 working days)
2. Provide a letter of recommendation. (allow up to 10 working days)

**If your ACT score is NOT on your transcript, do you need a copy of one of your** ACT

**Score reports included with your official transcript? Yes or No (Circle one)**

If yes, which test date? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

For Office Use Only

Included:

\_\_\_\_\_\_Transcript – Official or Unofficial

\_\_\_\_\_\_ACT Score Report

\_\_\_\_\_\_Application – counselor portion completed

\_\_\_\_\_\_Recommendation Letter

Date of student pick up\_\_\_\_\_\_\_ or Electronic Submission \_\_\_\_\_\_\_\_\_\_