

BHS TRANSCRIPT REQUEST FORM

MUST BE COMPLETED FOR EACH SCHOOL OR SCHOLARSHIP REQUESTING A HIGH SCHOOL TRANSCRIPT

Fill out the BHS Transcript Request Form and return to the Career Center along with the required \$2 transcript fee.

Each college application/scholarship application will tell you exactly what is required.

It is the student's responsibility to contact the school to verify information was mailed and/or received by the college.

Student Name _____
Last First

College/Scholarship Application Deadline Date _____

☐ Early Decision

☐ Early Action

☐ Regular Decision

Please send a transcript to the following:

Name of College /Institution _____

Address: _____

I have submitted my application.

☐ Yes

☐ No

*IF NO, I plan to submit my application on _____
Date*

I plan to send my application by:

☐ College Website

☐ Coalition Application

☐ Common Application

☐ GAFutures

☐ Other _____

I have sent my ACT/SAT/AP scores to the school listed above. **BHS does not send official ACT/SAT test scores.*

The transcript does include the highest SAT/ACT score earned. Notify the guidance office if you do not wish for these scores to be included.

☐ Yes

☐ No

To send official scores, please contact the testing organization

ACT: www.act.org SAT/AP: www.collegeboard.com

A counselor form is required. *IF YES, please include a resume with this form.*

☐ Yes

☐ No

IF YES: ☐ the form is enclosed ☐ the form is online

A counselor recommendation letter is required. *IF YES, please include a resume with this form.*

☐ Yes

☐ No

I have included the \$2.00 transcript fee – REQUIRED before information can be submitted.

☐ Yes

☐ Check

☐ Cash

A fee is not required if the transcript is for a scholarship or the student has a fee waiver.

Parent's Signature _____ **Date** _____

OFFICE USE ONLY:

Date turned in to BHS Guidance Office _____

Official Initials _____

Date Transcript was submitted _____

Official Initials _____

☐ Online

☐ Mailed

If required: Date Counselor Form/Letter was submitted _____

Official Initials _____

☐ Online

☐ Mailed