



## Sacred Heart High School

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### Transcript Request Form

Please check that all of the following procedures have been completed before requesting your Official Transcript be sent to your prospective college. A separate form is required for each transcript requested and is kept on file in the Guidance Office.

\_\_\_\_\_ You gave the Guidance Office the School Report Form or Guidance Counselor Form that most admission applications require for all Freshman applicants.

\_\_\_\_\_ You gave any required recommendation forms to teachers/coaches/recommenders from whom you requested a recommendation letter. You should also have supplied to the recommender with your own student profile/resume as well as an addressed and stamped envelope to the college(s) requiring the recommendation. Recommendations should be sealed and signed by the person writing the recommendation before they are returned to the student to either include with his or her application or mailed directly.

\_\_\_\_\_ You thoroughly read all the directions on the college admission application and followed them exactly. Admission Officers expect complete, accurate, and on-time applications whether submitted online or on paper.

\_\_\_\_\_ You checked to see if there was any other required admissions or financial aid forms to download and complete from online applications, especially if the online common application was used.

\_\_\_\_\_ You made a duplicate copy of your completed application before submitting the original in the mail or online.

\_\_\_\_\_ You included with your application any application fee necessary in order for your application to be reviewed. Online applications sometimes require credit card payment. Almost all college and university applications generally require a fee when the application is submitted, although some online applications may be waived.

Only when you have completed all of the above tasks, will an Official Transcript be sealed and sent directly from our Guidance Office along with the required School Report/Guidance recommendation to your prospective Colleges and Universities. Please be aware that all transcripts submitted to College Admissions Offices must be Official with a raised seal and an administrative signature. Copies or unsealed transcripts will be rejected and your application will be considered incomplete.

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

College/University Full Name: \_\_\_\_\_

College/University Address: \_\_\_\_\_

Due date for Application: \_\_\_\_\_

Date of Transcript Request: \_\_\_\_\_

**\* Required Parent Signature:** \_\_\_\_\_

For Office Use Only / Date/Sender: \_\_\_\_\_