

Please allow us 72 hours to send your transcript

Transcript Request Form (updated December 2018)



College Counseling Office, Central Catholic High School

Each student's educational information is protected by the Federal Educational Rights and Privacy Act (FERPA). This Transcript Request serves as the legal release for Central Catholic to submit educational information on your behalf.

1. Name: _____
Last First Middle

2. Year of Graduation: _____ 3. Contact Phone Number: _____

4. I authorize Central Catholic High School to release my: Official Transcript Unofficial Transcript

5. Reason for Transcript Request: College Application Scholarship Application
 Job application Other _____

6. Name of Recipient (college, scholarship, etc.): _____

**** Note: Central Catholic will not hand Official Transcripts to students, parents, or alumni. We will submit directly to recipient****

7. Address of Recipient (City/State for college applications): _____

For College Applications, Questions 8 – 12 MUST be completed before this form will be accepted:

8. Have you already completed and submitted the application to the college? YES NO

9. Application Type: Early Action Early Decision Regular Decision Rolling Admission

10. Application Deadline: ____ / ____ / ____

12. I applied via this type of application: Common Application* This College's Specific Application
 Coalition Application

****You Common App account MUST be matched to your Naviance account before you submit this form***

12. What other materials are required by this college/scholarship to complete their application?

Counselor Recommendation – please list counselor: _____

Teacher Recommendations – please list teachers: _____

Other: _____

Student Signature _____ Date ____ / ____ / ____

PLEASE NOTE:

- 1. Central Catholic will not release any transcripts if you still have financial obligations owed to Central Catholic for any reason.
- 2. Students are responsible for submitting Standardized test scores to colleges directly from the testing agency.
- 3. If you request other materials be sent with your transcript, we will hold your transcript until ALL materials are available.

RECEIVED BY COUNSELING OFFICE: _____ (office use only)