

TRANSCRIPT REQUESTS FOR COLLEGE APPLICATIONS

HIGH SCHOOL CODE 365600

1. Complete your college application either on paper or online.
2. Address an envelope to the college and attach correct postage. Leave the return address blank. Write your name on the inside flap of the envelope, and bring the envelope to the Guidance Office. You or the college you applied to may also e-mail your counselor and ask that transcripts be sent electronically.
3. Check with your college to see if they require official ACT scores be sent from the ACT website: www.actstudent.org. Your two latest ACT scores are printed on your transcript. If you want more than the two latest ACT scores sent, please notify your counselor.
4. Drop off your transcript request at least 2-3 weeks before the college deadline.