

WESTLAKE HIGH SCHOOL
TRANSCRIPT REQUEST FORM

Today's Date: _____ Date Needed: _____ (Must be at least 2 weeks from today)
NAME: _____ DOB: _____
Student ID # _____ Year of Graduation: _____

Counselor is to include the following: (Please check all that apply)

_____ Official Transcript _____ Unofficial Transcript
(Includes current class rank, cumulative GPA, and current schedule/grades)
_____ PSAT scores
_____ SAT/ACT scores
_____ AP test scores

_____ Letter of recommendation *(A resume must be submitted for recommendation.) **If this is not checked, the comment section on the counselor page will be left blank.**

I would like my transcript to be:

_____ returned to me. *

_____ mailed separately. A legal-sized addressed envelope with 3 stamps must be provided.

_____ mailed with my completed admissions packet. At time of request, the admissions packet must be given to the secretary with all appropriate attachments such as other letters of recommendation, essays, or application fees. Correct postage and a large envelope must be included. For a full application 4 stamps are sufficient.

*Official transcripts and letters of recommendation are sealed with a gold seal. If an official transcript is opened it will be replaced at the original cost (\$3.00). If a letter of recommendation is opened NO FURTHER LETTERS OF RECOMMENDATION WILL BE PROVIDED TO THAT STUDENT BY THE COUNSELOR.

NAME OF COLLEGE/UNIVERSITY/SCHOLARSHIP:

ADDRESS _____

STUDENT'S SIGNATURE: _____

PARENT'S SIGNATURE: _____

(For office Use Only) Date of Student PU or Mailed _____ Paid \$ _____