

<b>OFFICE USE ONLY</b>		
___/___/___ <small>Date Received</small>	_____ <small>Receipt Number</small>	___/___/___ <small>Date Sent</small>
_____ <small>Counselor Approval</small>		
_____ <small>If hand-carried transcript is requested</small>		

## TRANSCRIPT REQUEST AND TRANSMITTAL FORM

*Please indicate your community*

- PCCA       BETA  
 Traditional

Student Name \_\_\_\_\_ Student I.D. \_\_\_\_\_

*Please Print*

Student Cell #: \_\_\_\_\_ Date of Birth \_\_\_/\_\_\_/\_\_\_

**Student:** To request that a transcript be sent from Gibbs High School, follow all directions for "How to Order a Transcript". Transcript requests and secondary school reports, if needed, should be completed by:

FALL

Please prepare **Mid-Term transcript**.      Fee: \$1.00 each

Secondary School Report Common Application (*Print form*)

*For Office Use Only:*

Date Sent: \_\_\_\_\_ School: \_\_\_\_\_  Letter of Recommendation

FASTER

Please prepare a **FINAL transcript**.    DEADLINE- **December 1st**

**Attention Records Clerk:** *Please mail a copy of my transcript to the address below:*

**Note:** *All addresses must be typed or cut and pasted from college correspondence. No handwritten requests will be processed. You may attach a listing to this form if you intend to send transcripts to multiple schools.*

Mail my transcript to: \_\_\_\_\_

Name of School

\_\_\_\_\_

Location (i.e., Office of Admissions)

\_\_\_\_\_

Address

\_\_\_\_\_

City, State, Zip Code

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Counselor Signature

\_\_\_\_\_  
Date

# HOW TO ORDER A TRANSCRIPT

Gibbs High School Code:

**101-510**

Please follow steps as given below. It is imperative that you follow this procedure in order.

**Step #1** Pickup Transcript Transmittal Form from the Records Clerk; Administration Building 1: Room 1-107

Forms are color-coded; please do not make copies.

**Step #2** Be sure to follow ALL instructions and fill out the form completely.

**Step #3** Review addresses to be sure that the name of the school(s) is included. A listing may be attached if you intend to send multiple schools on one form. Please type (or cut and paste addresses). No hand written addresses will be accepted. **You must not handwrite the college address.** You may type the address directly on the form or cut and paste the college address from a mailer.

**Step #4** Please pay the bookkeeper \$1.00 per transcript sent to colleges. (Your very first transcript is FREE).

**Step #5** Send completed form to your cohort counselor's office (including any other reports you may have to send to the college). You may leave form(s) in the door mailbox.

**Note:** Please include copy of the College Secondary School Report at the same time you send out transcripts if needed (*Print Form only*).

Allow 2 weeks for both request(s) to process from the date you present them to the counselor.

**IMPORTANT:** Keep a personal log dating when transcripts were sent. This will allow you to answer questions with actual dates if the college does not receive your information.