**Westlake High School *Current* Student**

**Transcript Request Procedures:**

You may request ***current*** student transcripts Tuesdays and Thursdays from 8am until 2 pm from the Counseling Secretary. Please call ahead to schedule an appointment at 301-392-5509. Due to current Covid-19 circumstances, office hours could vary.

**You must complete a Transcript Request Form to receive a Transcript. This can be sent over by email at request or filled out at appointment.**

**There is a $2.00 fee for EACH request.**

Ex. If you have one school but need it uploaded on CommonApp **and** sent by mail you will pay **$4.00**

**We accept money order or check. Please place payment in an envelope with the student name and student ID# written on the outside of the envelope. You may also use the drop box by the mail office to submit request and payment**

Please bring an **unexpired** photo ID. Accepted forms of identification include; driver’s license, school issued student ID, passport or military ID when picking up Transcripts.

**Transcripts request may take up to 5 business days to process.**

**Special requests may take up to 10 business days to process.**

*Attached is a copy of the form to be included in the Guidance Folder as well.*

**WESTLAKE HIGH SCHOOL**

**TRANSCRIPT REQUEST FORM**

This form must be completed when requesting official hard copy (paper) and electronic transcripts. Transcript requests may take up to 5 school days for processing. Requests that require additional forms or paperwork, including recommendation letters, may take up to 10 school days. It is the student's responsibility to pick up completed transcripts from the counseling office. Unofficial transcripts are accessible through your StudentVue account.

**\*\*There is a $2.00 processing fee per transcript EXCEPT those needed for scholarships, which are free of charge. Electronic transcripts are also $2.00 but are highly recommended and must still be requested on this form.\*\***

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ID# \_\_\_\_\_\_\_\_\_\_ Student email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

OFFICIAL transcripts are packaged in a sealed envelope. They become UNOFFICIAL if the seal is broken.

**DO NOT OPEN OFFICIAL TRANSCRIPTS.**

Transcripts DO NOT include test scores. Students MUST request official score reports from

ACT or College Board.

Services Available (specify for each institution):

* **HARD COPY (Paper) Official Transcript**

*($2.00 EACH\*\*, Includes class rank, cum GPA, schedule/grade to date, school profile—all sealed in an envelope. To remain official, the envelope cannot be opened.)*

* **ELECTRONIC Official Transcript— “E-Trans”**

*($2.00 EACH\*\*, includes same info as hard copy transcript but will be uploaded/emailed to your institution. Student MUST indicate Send Edu/Common App/Admissions email)*

* **Counselor Supplemental Forms**

*(If not sent electronically, student must provide hard copy of forms)*

* **Recommendation Letter**

*(Letters are confidential, student must include senior questionnaire and resume)*

Indicate the name of the college/institution/internship/scholarship for each transcript. Indicate the format you are requesting for each item. For electronic transcripts, you MUST include where the transcript will go (Common App? Directly to admissions, email?). List your counselor as a “Recommender” on your institution’s online application. Doing so gives the counselor access to your online application and the ability to upload your documents. If applicable, you may include the institutions “Official Document Request” page you will receive after submitting your application. *Additional transcripts can be requested on the back of this form*.

***Please mark your Type of Transcript you choose with an X multiple selections will be an additional fee of $2.00***

***Transcript 1:***

Name of Institution: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type of Transcript/Form: Hardcopy: \_\_\_\_\_ Electronic: \_\_\_\_\_ (see below) Date Sent: \_\_\_\_\_\_\_\_\_\_

*If electronic, indicate SendEdu/ComApp/Coalition/email:*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Additional items: Forms: \_\_\_\_\_ (attach) Recommendation Letter: \_\_\_\_\_ (submit senior questionnaire)

**By signing below, you certify that the above information is correct**

FOR OFFICE USE ONLY:

Date Rec’d:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Rec’d by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Amount Paid: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date picked up:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**and you give permission for Westlake High School to release**

**the requested information to the agencies provided on this form.**

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

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Transcript 2:***

Name of Institution: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type of Transcript/Form: Hardcopy: \_\_\_\_\_ Electronic: \_\_\_\_\_ (see below) Date Sent: \_\_\_\_\_\_\_\_\_\_

*If electronic, indicate SendEdu/ComApp/Coalition/email:*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Additional items: Forms: \_\_\_\_\_ (attach) Recommendation Letter: \_\_\_\_\_ (submit senior questionnaire)

***Transcript 3:***

Name of Institution: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type of Transcript/Form: Hardcopy: \_\_\_\_\_ Electronic: \_\_\_\_\_ (see below) Date Sent: \_\_\_\_\_\_\_\_\_\_

*If electronic, indicate SendEdu/ComApp/Coalition/email:*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Additional items: Forms: \_\_\_\_\_ (attach) Recommendation Letter: \_\_\_\_\_ (submit senior questionnaire)

***Transcript 4:***

Name of Institution: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type of Transcript/Form: Hardcopy: \_\_\_\_\_ Electronic: \_\_\_\_\_ (see below) Date Sent: \_\_\_\_\_\_\_\_\_\_

*If electronic, indicate SendEdu/ComApp/Coalition/email:*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Additional items: Forms: \_\_\_\_\_ (attach) Recommendation Letter: \_\_\_\_\_ (submit senior questionnaire)

***Transcript 5:***

Name of Institution: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type of Transcript/Form: Hardcopy: \_\_\_\_\_ Electronic: \_\_\_\_\_ (see below) Date Sent: \_\_\_\_\_\_\_\_\_\_

*If electronic, indicate SendEdu/ComApp/Coalition/email:*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Additional items: Forms: \_\_\_\_\_ (attach) Recommendation Letter: \_\_\_\_\_ (submit senior questionnaire)

***FOR OFFICE USE ONLY (NOTES):***

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