

BHS TRANSCRIPT REQUEST FORM

for

GRADUATED STUDENTS

Fill out the form and return it to the BHS Career Center/Guidance Office.
Each transcript requires a \$2.00 transcript fee – required at date of request.

It is the student's responsibility to contact the school to verify information was mailed and/or received by the college.

Student Name _____
Last First

Year of Graduation /Withdrawal from BHS _____

Application Due Date _____ (college deadline)

_____ I will be picking up the requested transcript.

_____ Please send a transcript to the following:

Name of College _____

Address: (required if out of state)

_____ Please include a copy of my immunization records.

_____ I understand that it is my responsibility to send my ACT/SAT/AP scores to the school listed above? **BHS does not send official ACT/SAT test scores. The transcript does include the highest SAT/ACT score earned. Notify the guidance office if you do not wish for these scores to be included.*

If you need to send your official scores, you may contact the testing organization:

ACT: www.act.org SAT/AP: www.collegeboard.com

_____ I have included the \$2.00 transcript fee. Check Cash

Requested by: _____ Date _____ Initials _____
Print Name

OFFICE USE ONLY:

Date form submitted to BHS Guidance Office _____ Official Initials _____

Date student picked up the Transcript _____ Official Initials _____

Date Transcript was submitted to college _____ Official Initials _____

Online

Mailed