

**CAMPBELL HIGH SCHOOL  
GUIDANCE OFFICE**

**Transcript Request Form**

FILL THIS OUT COMPLETELY AND BRING TO THE GUIDANCE OFFICE AFTER OR **SHORTLY BEFORE** YOU HAVE MAILED YOUR COLLEGE APPLICATION. SUBMIT THIS COMPLETED FORM, **ONE FOR EACH COLLEGE**. GUIDANCE WILL THEN SEND YOUR OFFICIAL TRANSCRIPT & LETTER OF RECOMMENDATION. **NOTE:** GUIDANCE WILL NEED ***TWO WEEKS*** TO GUARANTEE THE PROCESS OF THIS REQUEST.

(Please Print Neatly)

STUDENT NAME \_\_\_\_\_

COUNSELOR NAME \_\_\_\_\_

COLLEGE/MILITARY BRANCH \_\_\_\_\_

MAILING ADDRESS  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

APPLICATION DEADLINE \_\_\_\_\_

IF FOR COLLEGE, MAJOR APPLIED FOR \_\_\_\_\_

By signing this form, you are authorizing Campbell High School to send your official transcript and guidance letter of recommendation to the above named college.

\_\_\_\_\_  
Student Signature

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Date RECEIVED in Guidance \_\_\_\_\_ Date MAILED from Guidance \_\_\_\_\_

For Guidance Use only:      Transcript \_\_\_\_      Guidance Form \_\_\_\_      Profile \_\_\_\_