

**Orange High School  
Guidance Department**

**Transcript Request Form**

\_\_\_\_\_  
Student's Name

\_\_\_\_\_  
Today's Date

\_\_\_\_\_  
Graduation Year

\_\_\_\_\_  
Counselor's Name

**Please send my transcript to:**

\_\_\_\_\_  
Name of College or University

\_\_\_\_\_  
Address/P.O. Box

\_\_\_\_\_  
City, State & Zip Code

Complete the Following:

Date application was mailed or sent electronically: \_\_\_\_\_

College Deadline Date: \_\_\_\_\_

Please select all that apply:

Early Decision: \_\_\_\_\_ Early Action: \_\_\_\_\_ Rolling: \_\_\_\_\_ Regular: \_\_\_\_\_

Is this a Common Application? Yes \_\_\_\_\_ No \_\_\_\_\_

Are you submitting a Secondary Report? Yes \_\_\_\_\_ No \_\_\_\_\_

Special Instructions (if applicable): \_\_\_\_\_

Students are responsible for attaching any other required forms.

This request for transcript must be submitted to your Guidance Counselor two weeks before the deadline date. One form is required per application. **No transcript will be sent unless A Transcript Release Form is on file in the Guidance Department. There are no exceptions.**

FOR OFFICE USE ONLY:

Date transcript was mailed: \_\_\_\_\_

Staff Initials: \_\_\_\_\_