

Presentation of Mary Academy Transcript Request Form



I hereby request an official transcript of my academic record be released and forwarded to the following school(s), college(s), scholarship program(s). This will include all academic grades, College Board Test Scores, teacher recommendations, and any other information requested by the named institution.

_____ *Student Name*

_____ *Homeroom*

_____ *Date of Request*

_____ *Student Signature*

_____ *Parent Signature (if under 18)*

STUDENT USE:	
Mail To:	Due:
Mail To:	Due:
Mail To:	Due:
Mail To:	Due:

<i>FOR SCHOOL USE ONLY</i>		<i>DATE RECEIVED:</i>		<i>BY:</i>
Counselor Report: Yes _____ No _____	Mid-Year Report: Yes _____ No _____	_____ Given to Student _____ Mailed to School	Date Left Guidance Office:	
Counselor Report: Yes _____ No _____	Mid-Year Report: Yes _____ No _____	_____ Given to Student _____ Mailed to School	Date Left Guidance Office:	
Counselor Report: Yes _____ No _____	Mid-Year Report: Yes _____ No _____	_____ Given to Student _____ Mailed to School	Date Left Guidance Office:	
Counselor Report: Yes _____ No _____	Mid-Year Report: Yes _____ No _____	_____ Given to Student _____ Mailed to School	Date Left Guidance Office:	

Instructions:

- ~ Complete top section and first four columns for each transcript you would like sent.
- ~ Be sure to tell your counselor if you would like your transcript MAILED or GIVEN IN HAND TO YOU.
- ~ Please follow College Applications Deadlines to ensure timely processing of your materials.