

For Office use only:
Recorded _____
Mailed _____

Teacher Advisor: _____
College application deadline: _____
Must be indicated here or mailing will be delayed
Are you applying to this college online? _____

PALO ALTO HIGH SCHOOL

TRANSCRIPT REQUEST FORM

U.C. AND C.S.U. CAMPUSES—DO NOT NEED TRANSCRIPTS WITH APPLICATION

FOR PRIVATE AND SOME OUT-OF-STATE PUBLIC COLLEGES—Follow these instructions:

- Complete one Transcript Request Form for EACH college. There is a **\$10 fee for each** official transcript. All checks should be made out to PAUSD or PAHS and paid to the Auditor.

**TURN IN THIS REQUEST PACKET TO THE BOX IN GUIDANCE,
NOT YOUR TEACHER ADVISOR**

along with:

1. The **Secondary School Report** form from each college requiring one, along with any **“supplement” forms** they might request.
2. Complete ALL of Section 1 on the **NACAC** (National Association of College Admission Counselors) form, one for each application.
3. A **9” x 12” self sealing envelope**, with 4 ounces worth of postage (STAMPS ONLY, no metered mail allowed) \$1.39 in September, 2010, and addressed to each college. Do not put a return address on the envelope, please. We will use a Palo Alto High School return address label.

There is a sample application package at the registrar’s office should you like to see it.

- CHOOSE ONE:**
- I do need a Teacher Advisor (TA) recommendation for this college.
If yes, have I given my TA all my Senior Profile information?
 - I do not need a Teacher Advisor recommendation for this college.

STUDENT’S NAME (please print) _____

SOC. SEC. # _____ YEAR OF GRADUATION _____ TODAY’S DATE _____

THE OFFICIAL TRANSCRIPT SHOULD BE SENT TO:

INSTITUTION _____

STREET OR BOX ADDRESS _____

CITY, STATE, & ZIP _____

Student Signature: _____