

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. **The first two transcripts are free.** Make sure Mrs. Brown stamps your 2 free Transcript Request Forms **BEFORE** you pay the Auditor.
- Each additional transcript is \$10.00. All checks should be made out to PAUSD or PAHS and should be paid to the Auditor, hours are posted on her door.

**TURN IN THIS REQUEST PACKET TO THE REGISTRAR, 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, 2009, 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: \_\_\_\_\_