

**WANDO HIGH SCHOOL
TRANSCRIPT REQUEST**

**ALUMNI WHO GRADUATED MORE THAN THREE YEARS AGO SHOULD CONTACT THE REGISTRAR FOR
INFORMATION ON WHERE TO SEND THEIR REQUEST**

College Applications/Scholarships

Attach the following to this form *if applicable*:

- Application
- Guidance Counselor's Section
- Letters of Recommendation *if required for application*
- Application Fee

NOTES:

- *When completing college applications on-line, print out the Guidance Counselor's section (complete identifying information such as name and social security number).*
- *Each official transcript will cost \$2.00 per copy.*
- *Unofficial transcripts will cost \$.50 per copy.*
- *Transcripts will be processed within 48 hours of your request.*

Date _____

Student Name _____ Graduation Date _____

Phone Number _____ (Phone number you may be reached if there is a question)

Number of Official Transcripts Requested: _____
(For all official transcripts the fee is \$2.00)

Number of Unofficial Transcripts Requested: _____
(For all unofficial transcripts the fee is \$.50. Unofficial transcripts may be picked up at the front desk in guidance two days after they are requested.)

Total Amount Due: \$ _____

Name of institution to receive transcript	Paper Application Attached	Application Fee Attached	Applied On-Line	Counselor's Section Attached	Recommendations Attached

Special Instructions: _____

****Incomplete Transcript Requests will be returned to the students.****

(For counselor recommendations, please attach a separate sheet listing any extracurricular activities, sports, clubs, or volunteer work you have been involved in during high school. Feel free to mention anything else that will help your counselor write a recommendation for your college application.)

Questions? Contact the registrar at 843.375.3541.