

Wando High School
 1000 Warrior Way, Mount Pleasant, SC 29466
 Guidance Office: 843-881-8275

TRANSCRIPT REQUEST

Please Note: Alumni who graduated **BEFORE 2009** should contact the Archives Department for Charleston County School District at 843-566-8111 or by visiting www.ccsdshools.com and going to the Quick Links section for Transcript Information

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: name, social security number, date of birth).
- Incomplete Transcript Requests will be returned to the student
- Questions? Please contact the Registrar at 843.375.3541
- Transcripts will be processed within 48 hours of your request.

DATE: _____

STUDENT NAME: _____ **GRADUATION DATE:** Month _____ Year _____

PHONE NUMBER (where you can be reached with questions): _____

Number of Official Transcripts Requested: \$ _____ (\$2.00 fee per copy)

Number of Unofficial Transcripts Requested: \$ _____ (\$1.00 fee per copy)

\$ _____ TOTAL DUE

Name of Institution to Receive Transcript	Application Attached	Application Fee Attached	Applied On-Line	Counselor’s Section Attached	Recommendations Attached

OFFICE USE ONLY: DATE TRANSCRIPT SENT: _____