



Oak Hills High School – Transcript Request Form



Student Name _____

**** FILL OUT COMPLETELY TO BE PROCESSED**

Today's Date _____

Application Deadline _____

\$3.00



Please allow at least 2 weeks from the receipt date of this request for processing



Oak Hills Counseling Staff is not responsible for sending SAT/ACT scores to colleges/universities. Please contact (ACT) act.org or (SAT) collegeboard.com to request scores.



You must complete a Transcript Request Form for **each** application you plan to turn into the Counseling Center (including scholarship applications).



We strongly urge that you complete all college admissions application and submit to the Counseling Center by November 1, 2010.

Name of College/University _____

Mailing Address _____

*All necessary materials described below must be attached to this sheet **before** your application will be processed.*

- ① _____ I have completed a/n (online _____ or paper _____) application (required)
Online is recommended – remember to print a copy for your records.
- ② _____ I have attached a (check _____ money order _____ or paid online _____) to the above college/university to cover the cost of the application fee.
- ③ _____ I have taken or have registered for the ACT and/or SAT and requested that my scores are sent directly to the school listed above (required).
- ④ _____ I have completed and attached a resume' (recommended).
- ⑤ _____ I have attached letters of recommendation (if necessary).
- ⑥ _____ I have completed and attached an essay (if necessary).
- ⑦ _____ I have attached (and completed the student's part) of the counselor recommendation page.
(Check individual school applications to see if necessary – usually available online)

You must submit this sheet, along with the materials listed above, and \$3.00 (for printing and postage) to the Counseling Office before your application will be processed.

By submitting this complete form, I authorize the Counselors at Oak Hills High School to forward the enclosed information and a transcript to the institution listed above. The Family Educational Rights & Privacy Act of 1974 states that in order to release school records, there must be a written consent of a parent (or student if 18 years of age or older).

(Student Signature – Required)

(Parent Signature – Required if student is under 18 years of age)