

WEST HARTFORD PUBLIC SCHOOLS

**TRANSCRIPT REQUEST FORM FOR
SCHOLARSHIPS AND/OR SUMMER PROGRAMS**

- Please submit **one week** prior to the deadline.
- There is no charge for scholarship/summer program transcripts.
- If transcript needs to be mailed, you must provide a stamped addressed envelope.

Student Name: _____

Counselor: _____

Transcript Request Date: _____

Student Pick up Date: _____

Student Signature: _____

CHECK OFF DOCUMENTS NEEDED:

SCHOLARSHIP NAME	DUE DATE	OFFICIAL TRANSCRIPT	COUNSELOR LETTER OF REC.	TEST CARD Unofficial SATs/ACTs	STUDENT TO MAIL? Yes or No	DATE COMPLETED (Office Use)