

Tecumseh High School Transcript Request

Student Name _____ Date of request _____*

College or scholarship organization name _____

College city & state _____ Postmark due date: _____

Have you submitted the application yet? _____ Date submitted _____

What method did you use to apply? Link from college web site _____ Common Application _____

SendEDU _____ Paper _____ Other _____

() Check items that are required with the transcript and **include forms to be used** (if applicable):

_____ secondary school report _____ teacher recommendations

_____ course verification form _____ high school counselor form

Additional instructions:

***Please allow a minimum of three days for preparation of transcript.**

Please attach any forms or letters that need to be included with your transcript.

It is the student's responsibility to check with his/her counselor in one week to pick up the transcript.

Student Signature - signature required when transcript received

Date

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