

## Request for Official Transcripts and Letters of Recommendations

Complete **one** transcript request form for each college application, scholarship application, or other specified need. Please try to request transcript at least **one week in advance**.

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Reason for Requesting:** please check one of the categories below.

\_\_\_\_\_ **College Admission Application** - If transcript is needed for a college application we will mail it directly to the school when your application is complete.

**Name of college:** \_\_\_\_\_

**Circle how you applied:    Online or Mail**

\_\_\_\_\_ **Scholarship Competition** – Please indicate below if the transcript needs to be mailed or picked up

**Name of scholarship:** \_\_\_\_\_

\_\_\_\_\_ **Letter of Recommendation** – Must include a resume and specific information such as to whom, for what, when due, where sent

**Date Transcript or Letter Needed:** \_\_\_\_\_

**Grading Scale:** Scholarship competitions oftentimes will specify the type of transcript needed. If it does not specify on the application we send a standard Caston transcript.

\_\_\_\_\_ 12.0 weighted, **standard Caston transcript**

\_\_\_\_\_ 12.0 unweighted

\_\_\_\_\_ 4.0 weighted

\_\_\_\_\_ 4.0 unweighted

**If you need your transcript or letter mailed please include address below:**

Name of Place: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_