

TRANSCRIPT REQUEST FORM

INSTRUCTIONS:

1. Complete and submit this form to Mrs. Hershberger (khershberger@bgcs.k12.oh.us) **2 school days** prior to the date that you need to pick up your transcripts. Please attach a **\$2.00** fee **CASH** per transcript (we cannot accept checks, debit/credit cards).
 2. Attach any **College Prep. Forms** that need to be completed by your counselor.
 3. Pick up your transcripts and any counselor forms from Mrs. Hershberger.
 4. **The student mails all transcripts, completed applications and any counselor forms** to the colleges and/or scholarship sources.
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Please prepare official transcripts that **I, the student, will mail** to the following colleges and/or scholarship sources. My signature below also acknowledges that I understand the deadlines and instructions outlined above:

Name:	Home Phone #:	Graduation Year:
Signature:	Date:	Birthdate:

Name of College/Scholarship

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____