White Station High School

Transcript Request Form

(One form per request)

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cell Phone Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please check how you want your transcript sent (select one only):**

College or University/Scholarship/Summer Program Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

College or University/Scholarship/Summer Program Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* If you want the transcript mailed and you are mailing more than three (3) items, you MUST provide a stamped address envelope per transcript request. The envelope must be no larger than 8 x12 in size and have no more than three (3) stamps for mailing.
* Or 9x5 in size and one stamp if only mailing two (2) items
* Include school’s return address(on envelope): **White Station High School**

**514 South Perkins**

**Memphis, TN 38117**

Return to student in sealed envelope.

* You must provide a white (business) envelope per transcript request.

Common Application… no envelope required

Counselor Recommendation Required.

Please fax to: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Attn: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Deadline: \_\_\_\_\_\_\_\_\_\_\_\_\_

(Due to school or student)

By signing below I understand that:

* I must allow at least two (2) days for processing
* Once it leaves White Station, there is also a processing time for the college/university to receive and update their website.
* Counselors will not provide envelopes nor stamps

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date Turned into Counselor

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Date Processed