

# TRANSCRIPT REQUEST INSTRUCTIONS

ALL TRANSCRIPTS, official or personal require written request.

1. Allow 3 business days for request to be complete.
2. Be mindful of all college admission deadlines and scholarship deadlines.
3. Do not wait until the last day of a deadline to request transcript!
4. For any transcript that is picked up either official or unofficial there will be a **\$1.00** processing fee.
5. For any transcript that is mailed through the U.S. Postal Service there will be a **\$1.00** processing fee.
6. There is no charge for official transcripts sent by Bellville High School through electronic submission.
7. Complete Transcript Request Form and turn in to the Counseling Office.

# Bellville High School

## TRANSCRIPT REQUEST FORM

Amount Attached \$ \_\_\_\_\_

Name: Last \_\_\_\_\_ First \_\_\_\_\_ Middle Initial \_\_\_\_\_

ID Number \_\_\_\_\_ Current Grade OR Year Graduated \_\_\_\_\_ Date of Birth\* \_\_\_\_\_ Social Security Number\* \_\_\_\_\_

Number Requested: \_\_\_\_\_ \*(Former Students Only)

Personal **\$1.00 per Transcript**  
(NOT Official - Picked Up)

Personal **\$1.00 per Transcript**  
(OFFICAL and SEALED - Picked up)

Official\* **NO Charge for electronic submission to colleges or universities**

College/ University \_\_\_\_\_

College/ University \_\_\_\_\_

College/ University \_\_\_\_\_

College/ University \_\_\_\_\_

College/ University \_\_\_\_\_

Official\* **\$1.00 per Transcript**  
(Official and MAILED through the US Postal Service to any college or university)

**Send transcript to :** Institution & Address *(If there is more than one campus, specify location)*

**1.** College/ University \_\_\_\_\_  
Street \_\_\_\_\_  
City/State/Zip \_\_\_\_\_

**2.** College/ University \_\_\_\_\_  
Street \_\_\_\_\_  
City/State/Zip \_\_\_\_\_

**3.** College/ University \_\_\_\_\_  
Street \_\_\_\_\_  
City/State/Zip \_\_\_\_\_

\*Signature \_\_\_\_\_ Date \_\_\_\_\_

*\*Signature is required for ALL TRANSCRIPTS, official or personal.*

**Allow 2-3 business days for request to be processed  
once received in the Counseling Office.**

OFFICE USE ONLY: Date Completed: \_\_\_\_\_ Fee Paid: \_\_\_\_\_