

Ocean Lakes High School Guidance Department

Transcript Request Form

For Office Use Only
Date Sent: _____
Sent By: _____

This form must be completed in full before any transcripts can be sent. Please give at least **two weeks** for processing and mailing of transcripts.

Name (Last, First, Middle Initial) _____

Student Number _____ Date _____

*Graduation Date (Month & Year) _____

*****Special Note:** If you have graduated on or before the year 2003, we are unable to process your transcript here at OLHS. Please contact Guidance Records/Student Services (757-648-6160) or go to vbschools.com and fill out their record release form (please read instructions carefully).

Student Signature _____ Contact Number: _____
(Only if Alumni)

Parent Signature _____
(Not required if over 18)

1. Complete information below. You do not need to supply addresses for private or public colleges in Virginia. **Please supply the addresses for all other colleges and scholarships.**
2. If you plan to pick up the transcript instead of having it mailed, please write "pick up" in the address area. We must still know who will be receiving the transcript.
3. MUST have student and parent signature to process.
4. Submit form and \$2.00 per transcript check (payable to OLHS) or cash to Mrs. Thomas, guidance secretary. If you are a graduate there is no charge, however must have *graduation date noted above.
5. SAT scores will **NOT** be included with your transcript. Many colleges will not accept them unless they are sent directly from College Board.

College or Scholarship Name	Complete Address (Include Zip Code) <small>(Not needed for Virginia colleges)</small>	**Recommendation Letter**	Paid/Date <small>(Secretary Use)</small>

**If counselor recommendation is needed, please supply counselor with academic résumé.