

For Registrar's Use only:

Request Received: _____
Date Sent: _____
Recorded: _____

Transcript Request Form

Champlain Valley Union High School

Hinesburg, VT 05461

At the students and/or the parent's/guardian's request, the registrar will prepare and forward a packet of academic information to designated institutions or agencies. In addition to the school profile, it will include: *a listing of courses taken, end of course grades, amount of credit earned, rank in class, cumulative GPA and a current report card.*

**** It is the responsibility of each student/parent/guardian to request official testing scores (SAT, ACT, AP) be sent directly from the testing agency to the institution. They DO NOT appear on CVU's transcript.**

**** In order to ensure this information meets the required timelines, this request MUST be received by the registrar AT LEAST TWO WEEKS in advance of the college/ scholarship deadline.**

**** Counselors are required to report if a student has ever been dismissed, suspended, or placed on probation. Has your child been dismissed or suspended? If so, please describe on a separate piece of paper and attach.**

_____ Yes _____ No

Student Name

YOG

Parent/Guardian (Under 18)

Name of College/Institution/Scholarship

Deadline

Street Address

Date of this request

City/ Town

State

Zip

Early Decision Candidates

By signing an early decision agreement, you agree to apply to only one college under a BINDING early decision program. *If admitted, you promise to withdraw any other applications you may have sent to other colleges.*

Student Signature

Parent Signature

Some colleges request that a complete application packet be sent through the Direction Center. If so, please submit all completed application materials in a large (8 ½ X 11), **stamped, addressed envelope**. We will include the standard transcript information and mail it directly. If your college does require all material be sent in one package, please list below the items you have included to be mailed.

_____ School Report Form

_____ Recommendation

_____ Application

_____ Check or money order (**DO NOT SEND CASH!**)

_____ Essays