

White Station High School

Transcript Request Form
(One form per college)

Student Name: _____

Cell Phone Number: _____ Email _____

Where to: Name and Address: College or University/Scholarship/Summer Program

How to: Choose only 1 option. Check a box.

- Mail it Common App Upload it or SENDEdu Return to student

Below explains each option.

- **Mail It ...** to the College or University/Scholarship/Summer Program.
 - If you want the transcript mailed, you must provide an envelope and stamp
 - Transcript only requires a 9x5 envelope with one stamp
 - Transcript with several documents requires an 8x12 envelope & three stamps

Address must be located from the college website **NOT GOOGLE MAPS**

 - Include school's return address (on envelope):
- **Common Application...** no envelope required.
- **SendEdu or Upload It...** no envelope required.
- **Return to student in sealed envelope.**
 - You must provide a white (business) envelope per transcript request.

White Station High School 514 S. Perkins Rd. Memphis, TN 38117	Example University 100 Main St Washington, DC 20059
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Deadline: _____

(Due to college or student)

By signing below I understand that:

- I must allow at least **five days** for processing.
- Once it leaves White Station, there is also a processing time for the college to receive and update their files or website portal.
- Counselors **will not** provide envelopes nor stamps.

Print Name

Date Turned into Counselor

Signature

Date Processed