

# AUBURN HIGH SCHOOL

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## Guidance & Counseling Office

1650 Auburn School Drive  
Riner, Virginia 24149  
<http://www.mcps.org/auburn>  
(540) 382-5164  
(540) 381-6176 Fax



## Official Transcript Request Form

Transcripts are sent to most college electronically. Some colleges, NCAA and all scholarships still required a hard copy sent through the mail service. An official transcript includes: grades, test scores, and the school profile. Transcripts sent by mail service will also include the school's seal and official's signature.

A signed transcript request form must be on file in the guidance office, before a request can be processed. Transcripts will be processed within five working days and hard copies of transcripts may be picked up in a sealed envelope. *Transcripts can be mailed from the guidance office upon request.*

The guidance office will send mid-term transcripts to all colleges/universities requested, unless otherwise notified.

Please provide the address to insure proper delivery of the transcript.

A final transcript will be sent to the college/university that you plan to attend. Please notify the guidance office of your final choice.

***I request that a transcript be prepared for the college or universities listed on the back of this form. I give permission to the Guidance Department to release information requested by these colleges related to school records, test results and dates of attendance.***

**Please print clearly**

Full Legal Name \_\_\_\_\_

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian's Signature

\_\_\_\_\_  
Date

***Parent signature is required if student is under 18 years of age.***