

Rustburg High School

Transcript Request Form for Current Students ONLY

This form may be downloaded or sent as an email attachment to limartin@campbell.k12.va.us

Student Name: _____ Today's Date: _____

Name of College: _____ OR Name of Scholarship _____

Application Deadline: _____ Have you applied? (circle one) YES or NO

How did you apply to the college? (circle one)

Regular Application OR Common App OR Coalition OR SENDedu

The following items WILL be mailed:

Transcript Choose one: with SAT/ACT Scores or without SAT/ACT scores

RHS Profile Sheet

Secondary School Report if requested by the college/student

Schedule

Mid-term if available

Other - provide if you need something else mailed with the transcript: _____

Are you asking a teacher(s) to write you a recommendation? If so, provide the teacher's name(s) below:

Teacher's Name: _____

Teacher's Name: _____

Does the college/scholarship require a Counselor recommendation? YES or NO

If yes, ask your Counselor to write a recommendation.

Your Counselor can not write a recommendation without your completed Student Autobiography on file. You may check with Mrs. Martin to see if we have one for you.

All teachers and counselors need a two weeks' notice to write a recommendation.

For OFFICE use ONLY:

Date Received: _____

Date information was sent: _____

Processed by: _____