

Thomas Jefferson High School – Counseling Office

TRANSCRIPT REQUEST FORM

(you can also complete this electronically at: <https://forms.gle/vYwd9ET6P99cK6SM7>)

Please note:

1. **Your Xello account MUST be updated BEFORE requesting a transcript.**
2. *A minimum of 5 school days is required to guarantee processing of this request.*
3. *Students must submit their application BEFORE requesting a transcript.*

Name:	Date:
Name of College/University/Scholarship:	
Is this a branch campus? <input type="checkbox"/> Y <input type="checkbox"/> N If so, which one?	
Mailing Address for Application Materials (ONLY if not electronic submission):	
I have applied via: <input type="checkbox"/> Common App <input type="checkbox"/> Coalition App <input type="checkbox"/> the school's website	Type of Application: <input type="checkbox"/> Early Decision (BINDING*) <input type="checkbox"/> Early Action <input type="checkbox"/> Regular/Rolling
Deadline for submission:	
Any Forms/Recommendation Letters Requested (include from who)?	
<u>Did you update your Xello account?</u> <input type="checkbox"/> Yes <input type="checkbox"/> No	
Please Send: <input type="checkbox"/> Official Transcript with SAT/ACT scores – Date of last SAT taken: _____ <input type="checkbox"/> Official Transcript without SAT/ACT scores	

Students may apply to only **one college under an Early Decision plan*

Office Use Only

Counselor Signature _____ Date _____

Transcript sent via: Mail _____ Fax _____ Email _____ Xello _____ SENDedu _____