



CENTRAL HIGH SCHOOL • Transcript Request Form

NOTE: If a parent wishes to complete the form, it must be completed by the custodial parent. A parent may not complete the request form if the student is 18 years of age.

Last Name _____ First Name _____ Class of 20 _____
Age _____ Birthdate _____ Phone Number _____

Date Submitted to Counseling Office: _____ Date Needed by: _____

Are you applying via Common App? _____ Yes _____ No

College (or Employer): _____

Address: _____

With my transcript, please send the following checked items below. **NOTE: Test scores such as ACT are not sent unless specifically requested by the student as marked in the space below. Previous graduates' test scores may not be accessible in the system for us to send. If not, you may need to contact ACT (www.act.org) or SAT (www.collegeboard.org) directly to arrange for them to send test scores to your college.**

_____ ACT, AP Test Results

_____ Copy of current schedule

_____ School Profile

_____ Other: _____

For those applying via Common App:
_____ Secondary School Report
_____ Mid-Year Report

Please check below only if a counselor recommendation is REQUIRED. STUDENTS MUST SUPPLY A "Student Profile Sheet" TO THE COUNSELOR AT LEAST 2 WEEKS IN ADVANCE OF WHEN IT NEEDS TO BE SUBMITTED IF YOU NEED A RECOMMENDATION LETTER !!

_____ Counselor Recommendation

I request that the CHS Counseling Office mail to the institution named above my official transcript and/or test scores. I further request that, if required, the Counseling Office submit a recommendation in support of my application. I understand that this information is confidential, and I hereby waive any rights I may have to review its' content.

Student Signature

Please allow 5 business days to process your request (14 days if requesting counselor recommendation and/or secondary school report).

NOTE TO ALUMNI: Central has transcripts for graduates from 2004 to current year. 2003 and earlier graduates must contact Knox County Records Management at 865-215-5657.

Returning Your Request: You may drop off your request to the Counseling Office, fax your request to (865) 689-0826, or mail to Central High School Counseling, 5321 Jacksboro Pike, Knoxville, TN 37918. School hours are 8:30am – 3:30pm.

*****OFFICE USE ONLY*****

Date and Initial when completed

_____ Transcript of courses and grades

_____ School Profile

_____ Mailed

_____ ACT, AP Test Results

_____ Counselor Recommendation completed

_____ Copy of current schedule

_____ Other: _____