

Lima Central Catholic High School

720 S. Cable Road, Lima, OH 45805 (419) 222-1826 Fax (419) 222-6933

TRANSCRIPT REQUEST FORM

In order to ENSURE application deadlines, this form MUST be submitted to the Guidance Secretary 2 WEEKS prior to the application deadline.

Student's Name: _____ Today's Date: _____

Counselor's Name: _____ Application Deadline: _____

College, Scholarship, Agency or Institution to Receive Records:

Name

Complete Address

City State Zip Code

**PLEASE READ APPLICATION DIRECTIONS CAREFULLY AND CHECK OFF
APPROPRIATE BOXES AND LINES!**

I applied On-Line via Common Application Deadline: _____

I applied On-Line on the School's website

Deadline: _____

I am applying under the Early Decision/Action Plan Deadline: _____

**PLEASE RELEASE THE FOLLOWING DOCUMENTS TO THE COLLEGE,
SCHOLARSHIP, AGENCY OR INSTITUTION**

_____ Transcript & Test Scores _____ Counselor Recommendation

Who is writing your LOR(s) _____

_____ Counselor Form
(if applicable)

_____ Teacher Recommendation
Who is writing your LOR(s) _____

Student's Signature: _____

FOR OFFICE USE ONLY

Date given to secretary _____

Date received by counselor _____

Date Mailed _____

Proper Addressing of Envelopes:

For Transcript Requests-Guidance Office

1. Return envelope to Mrs. Hairston with your transcript request form and any supporting materials.
2. Don't forget to include the Counselor form, with the student information section completed.
3. Affix one 49-cent stamp to the envelope.

Business Size #10 Envelope

Lima Central Catholic High School
Guidance Department
720 S. Cable Road
Lima, Oh 45805

Affix (1) 49 Stamp

Name of College or Organization
C/O Office of Admissions
Address of College or Organization
City, State
Zip Code

For Teacher Recommendations

1. Give one business size #10 envelope to each person (teacher, coach, advisor, etc.) writing a letter of recommendation for you. Be sure to tell them your deadline and allow them at **least two weeks** to write the letter and mail it.
2. Be sure to tell the person writing your recommendation what your deadline date is.
3. Don't forget to include the Teacher Recommendation form, with the student information section completed, to any teachers writing a letter for you. If the college requires the form, it will be in the application.
4. Affix one 49-cent stamp to the envelope.
5. Write the individual a thank you note after the letter has been written. These take time to write, so thank the person for their time and effort.

Business Size #10 Envelope

DO NOT PUT YOUR
RETURN ADDRESS

Affix (1) 49 Stamp

Name of College or Organization
C/O Office of Admissions
Address of College or Organization
City, State
Zip Code