



Midd-West High School  
Guidance Office  
540 E. Main St.,  
Middleburg, PA 17842  
Phone: (570) 837-0046 Fax: (570) 837-5267

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### REQUEST FOR TRANSCRIPT

**Student Name:** \_\_\_\_\_ **Maiden Name (if applicable):** \_\_\_\_\_

The transcript is the official administrative record of a student. It includes the following information: student's name, address, birth date, grade level, courses completed, credits, and class rank, GPA, in progress course work (for current students), standardized testing and College Board scores. (Note: some colleges-example: Penn State requires official College Board scores).

Please check the appropriate space(s):

Attached to this form is my application.

I applied online.

I am a graduate of (school) \_\_\_\_\_ Year of graduation \_\_\_\_\_

Attached is a scholarship application for: \_\_\_\_\_  
please prepare an official transcript and mail by \_\_\_\_\_

Please send my official transcript to:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Special Notes:** Please hold my application and transcript until you have the following:

Student essay or writing sample       Teacher recommendation from \_\_\_\_\_

Application fee (check)       Teacher recommendation from \_\_\_\_\_

Other \_\_\_\_\_       Counselor recommendation from \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_  
Student Signature

You may email this form to [bnornhold@mwsd.cc](mailto:bnornhold@mwsd.cc)

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OFFICE USE ONLY

Date completed: \_\_\_\_\_