



Request for records to apply for scholarship

Horseheads High School Counseling Office

Student Name: _____ **Counselor:** _____

Student email address (if needed to email a transcript to you): _____

I am requesting Horseheads High School Counseling Office to release records as follows for the scholarship listed below.

Student Signature: _____ **Date:** _____

Name of scholarship: _____
Address: _____
Web address: _____
Email address _____

Scholarship deadline date _____. The Counseling Office requires ten working days to process your request for records. You must submit this request for records 10 days prior to the scholarship deadline date.

What records do you need for your scholarship application?

- ☐ **Official transcript:** Official transcripts will be given to you in a sealed envelope (which must remain sealed) for you to include in a scholarship application or we can mail the official transcript to the scholarship mailing address if you provide us with a stamped, addressed envelope. ☐ **I want to pick up my official transcript.** ☐ **Mail my transcript to the scholarship address above.** ☐ **Upload my official transcript to** _____
- ☐ **Unofficial transcript.** We can give you a paper copy of an unofficial transcript or email the unofficial transcript to you or fax, upload or email the unofficial transcript to the scholarship address. ☐ **I want to pick up my unofficial transcript** ☐ **Email my unofficial transcript to me.** ☐ **Fax my unofficial transcript to** _____
☐ **Upload my unofficial transcript to** _____
☐ **Email my unofficial transcript to** _____
- ☐ **Counselor letter of recommendation.** Please note that you must turn in a Student Record Sheet to have your counselor write a recommendation. Student Record Sheets are available in the Counseling Office

Please indicate any additional materials to be sent by the Counseling Office with your records such as an application form, supplementary form, fee, fee waiver, etc. _____

For office use only. Date received _____		<input type="checkbox"/> Official transcript	<input type="checkbox"/> Unofficial transcript	<input type="checkbox"/> School report form	<input type="checkbox"/> Counselor recommendation
<input type="checkbox"/> Scholarship application	<input type="checkbox"/> Supplementary form	<input type="checkbox"/> Addressed stamped envelope	<input type="checkbox"/> other _____		
Date mailed _____	Date given to student _____	Date emailed _____			