

Paper Application

Online Application

Common Application

BALDWIN HIGH SCHOOL REQUEST FOR TRANSCRIPT

Baldwin-Whitehall School District

Student-Full Name/ID #:	Date Submitted to Guidance: <i>(allow 2 weeks for completion and mailing)</i>
Application Due Date:	Major(s):
Send Transcript to: <i>(Name & Address)</i>	Student/Parent Email:

I authorize the Baldwin High School Counseling Office to send a transcript of my high school record to include the following information: grades, attendance, weighted GPA, and class rank to the educational institution, firm, organization, or individual specified above. I understand that, should the institution, firm, organization, or individual request information regarding discipline, my signature below also authorizes the Counseling Office to release details only from my official discipline record.

Please include the following items in my envelope prior to mailing: *(Include teacher names where indicated)*

- Paper Application
- Application Fee or Fee Waiver *(circle one)*
- Activities Resume
- Essay or Writing Sample
- Letter of Recommendation #1 _____
- Letter of Recommendation #2 _____
- Letter of Recommendation #3 _____
- Counselor Recommendation Letter _____
- College Counselor Form
- Common App. Secondary School Report
- Common App. Teacher Evaluation #1 _____
- Common App. Teacher Evaluation #2 _____
- Other Documents _____
- Official Transcript and School Profile**
- Stamped, Addressed Envelope (provided by student)** – not needed for Penn State, Common App; See reverse side for example
- STUDENT ATHLETES: I authorize this form as a blanket release for all coaches/recruiters requesting my transcript

State regulations require that Keystone test results be recorded on a student's transcript once they become a graduation requirement. Regulations also provide for parents (or students over the age of 18) to withhold this information from being released with the transcript. If test scores were not sent to Baldwin High School by the student, they cannot be added to the transcript. Please indicate your choice below regarding the release of test scores:

I give my permission for the following test scores to be on my transcript:					
Keystone	Yes or No	ACT	Yes or No	SAT Subject	Yes or No
SAT	Yes or No	AP	Yes or No		

Parent Signature for Release of Test Scores					

Parent Signature for Release of Transcript (required)			Student Signature for Release of Transcript (required)		

For Counseling Office Use Only: Date Completed _____ Initial _____

Envelope Examples

Baldwin High School
4653 Clairton Boulevard
Pittsburgh, PA 15236



Office of Admissions
University of Pittsburgh
4227 Fifth Avenue
Pittsburgh, PA 15260

Regular white business #10 envelopes can be used when sending a transcript and up to 3 sheets of paper.

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Pittsburgh, PA 15236



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University of Pittsburgh
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Large brown 8" x 10" envelopes with additional postage should be used if mailing more than 3 sheets.