

BALDWIN HIGH SCHOOL
REQUEST FOR FINAL TRANSCRIPT

Baldwin Whitehall School District

If you are planning to attend college in the fall, you must send the college of your choice a FINAL TRANSCRIPT, so that the college can confirm that you have graduated and that you have maintained your grades. This applies to all post-secondary institutions, including 4-year colleges/universities, 2-year colleges/schools, trade/technical/nursing schools, and the military.

- Please complete this form and return to the Guidance Office by June 1, 2015. Your final transcript will NOT automatically be sent to any college – you must request that your transcript be sent.
- **Bring in this completed form along with a stamped, addressed business envelope. If there are any required forms, please bring those in as well. See exceptions:**
 - If you are planning to attend Penn State University – any branch – you just need this form, no envelope.
 - If you are planning to attend a Common App School and you applied online, you just need this form, no envelope.

Student-Full Name/ID #:	Date Submitted:
College Name:	
All Final Transcripts will be sent after report cards are issued, transcripts are updated with new grades, and final class rank is run. Please carefully review your grades for accuracy and inform the guidance office of any errors immediately, as this will affect your GPA and class rank.	

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, unweighted GPA if requested, and class rank to the educational institution, firm, organization, or individual. 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 indicate your choice below regarding the release of test scores:

Keystone	Yes or No (circle one)	ACT	Yes or No (circle one)
SAT	Yes or No (circle one)	AP	Yes or No (circle one)
SAT Subject	Yes or No (circle one)		

Please include the following items in my envelope prior to mailing:

- Paper Report (if applicable)
- Official Transcript
- Stamped, Addressed Envelope – provided by student (NOT required for Penn State and Common App)

_____ Parent/Guardian Signature for Release of Transcript	_____ Student Signature for Release of Transcript
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