TRANSCRIPT REQUEST FORM

Great Bridge High School
301 W. Hanbury Road
Chesapeake VA 23322

THE GUIDANCE DEPARTMENT MAY RESERVE **10 BUSINESS DAYS** TO PROCESS YOUR TRANSCRIPT(S). SEE EXCEPTION BELOW***** A STAMPED, ADDRESSED ENVELOPE MUST ACCOMPANY EACH REQUEST FOR AN OFFICIAL TRANSCRIPT.

COST: $2.00 PER TRANSCRIPT

Please turn in request(s) with your money by 1:30 P.M. with either exact cash or a check made payable to GBHS.

Student's Name: _____, _____, _____
LAST FIRST MIDDLE

Address: _____ Phone: _____

Year of Graduation: _____

Transcripts include the student's GPA (unweighted and weighted), class rank, final grades, and the GBHS profile sheet. Please mark any additional items below and list the test date(s) to be included in the transcript packet:

❑ **SAT scores**	❑ **ACT scores**	❑ **SAT subject scores**
Test dates:	Test dates:	Test dates and subject:
_____	_____	_____
_____	_____	_____
_____	_____	_____

The Virginia State Department of Education requires secondary transcripts to include, if available, college performance-related standardized tests such as SAT and/or ACT.

The signature below authorizes the release of the official transcript(s) to the institution(s) indicated.

Institution/Scholarship Program	Parent/Guardian Signature	**Office Use:** Date Mailed
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Office use only: Date request received: _____ Paid $_____

***College transcript requests are due by the first school day in December in order for transcripts to be mailed before the winter break. Transcript requests will not be accepted again until students return from the winter break in January.**