

Thomas Jefferson High School for Science and Technology
TRANSCRIPT REQUEST FORM
CEEB Code: 470054

Freshman _____ **Sophomore** _____ **Junior** _____ **Former Grad** _____ **(Year graduated _____)**

Last Name: _____ **First Name:** _____ **M.I.** _____

Date of Birth: _____ **Student ID #** _____ **Counselor Name:** _____

I _____ **waive** _____ **do not waive** the right to read my counselor's recommendation.

Request Date	Due date	College/Scholarship/Program (name and address)	List any additional documents to accompany this transcript (Transcript will be held until ALL are received.)	Fee (\$5)*	Date transcript processed	Date mailed
		Name: Address: City: State: Zip:	<input type="checkbox"/> Counselor recommendation <input type="checkbox"/> Teacher recommendation (_____) <input type="checkbox"/> Attached paperwork/form <input type="checkbox"/> Additional paperwork that I will bring			
		Name: Address: City: State: Zip:	<input type="checkbox"/> Counselor recommendation <input type="checkbox"/> Teacher recommendation (_____) <input type="checkbox"/> Attached paperwork/form <input type="checkbox"/> Additional paperwork that I will bring			
		Name: Address: City: State: Zip:	<input type="checkbox"/> Counselor recommendation <input type="checkbox"/> Teacher recommendation (_____) <input type="checkbox"/> Attached paperwork/form <input type="checkbox"/> Additional paperwork that I will bring			

I hereby authorize Thomas Jefferson High School to release any information that may be requested from my official cumulative record by any colleges, employers, or scholarship agencies that are listed above on my Transcript Request Form. I understand the first three (3) transcripts are free for current students and additional transcripts are \$5.00 payable upon request. No records will be forwarded until the fee is paid, even if the deadline remains unmet.

Student signature: _____ **Parent/Guardian signature:** _____

(required of students under 18)

See directions on back ➡

Student Transcript Request Process for Underclass and Former Students

1. Complete the Transcript Request Form (TRF). Be sure that you and your parent/guardian have signed at the bottom of the form.
2. Address an envelope to each college/scholarship/summer program for which you are requesting a transcript. If you only need a transcript, use a 4 x 9 business size envelope and attach one (1) first class stamp. If we are sending several items for you in one envelope, please use a 9 x 12 envelope and attach 3 first class stamps. For the return address, use: TJHSST, 6560 Braddock Road, Alexandria, VA 22312.
3. The first three (3) transcripts are FREE for current TJ students. Additional transcripts are \$5.00 each. You may pay by cash or check. Make checks payable to TJHSST.
4. **Former graduates:** The transcript fee is \$5.00. (Note: If your graduation year is not within the past 5 years, TJ will no longer have your records on file. You must contact the Records Office at 703-329-7741 to obtain a copy of your transcript.)

IMPORTANT NOTE: Official transcripts will not be given to either parents or students to hand carry or mail.

Remember to allow a minimum of 15 school days for processing your transcript request.

Teacher recommendations, if requested by the college/scholarship/summer program, are usually sent separately. At least 4 weeks before the due date, ask the teacher about writing a letter of recommendation for you. Be sure to provide the teacher with any forms and a stamped, addressed envelope. Follow up with the teacher to be sure that the letter of recommendation was sent and then write a “thank you” note.