



**TRANSCRIPT REQUEST FORM**

Oley Valley High School  
17 Jefferson Street  
Oley, PA 19547

Student requesting transcript: \_\_\_\_\_  
Student's Address: \_\_\_\_\_  
City: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

RE: Release of Transcript (***A separate form must be completed for each transcript requested.***)

Date requested: \_\_\_\_\_

I request that a copy of my official secondary school administrative record (transcript includes: name, address, birthdate, social security number, academic level completed, grades, class rank, grade point average, extra curricular activities as reported to the guidance office by student, SAT and/orACT scores) be sent to the following address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**What major selection have you chosen for the above college?** \_\_\_\_\_

Please check the following areas that apply:

I have completed my application on line \_\_\_\_\_

I have completed a pen/paper application which I have provided to the guidance office \_\_\_\_\_

I have not yet completed the full application but will be providing it to my counselor \_\_\_\_\_

Hold my transcript for letters of recommendation from:

- A.
- B.
- C.

**Please update your activities on the back of this sheet so that our records can be as accurate as possible.**

\_\_\_\_\_  
\_\_\_\_\_ Student Signature  
\_\_\_\_\_ Parent Signature

I have participated in:

Athletics, grades that you were active, positions held:

*i.e. Soccer Grade 9, 10, 11, 12 Captain Grade 12*

Clubs and in school organizations, grades that you were active, positions held:

*i.e. Student Council Grade 9, 10 Treasurer Grade 10*

School awards received, grade received:

*i.e. Social Studies Award Grade 9*

If you have requested a letter of recommendation please include the following information below: employment, hours worked per week, clubs and organizations outside of school, years of participation, positions held. Any unique information that would be valuable to the admissions process.