

## Transcript Request

Complete this form and return to the guidance counselor's office. A separate form must be completed for each transcript requested.

Date submitted \_\_\_\_\_

Student name \_\_\_\_\_

College name \_\_\_\_\_

College address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Requesting Dual Enrollment Transcripts

Westwood cannot request student transcripts from a college. If you have taken a Dual Enrollment course and need to send a transcript to a college you plan to attend, you must contact each college where you have taken Dual Enrollment classes to request the transcript.

Many times this can be taken care of online through the registrar's office and there may be fees associated with the request.