

Line Mountain Middle High School
187 Line Mountain Road Herndon, PA 17830
Phone: 570-758-2011 Guidance Fax: 570-758-5887

Jeffrey S. Roadcap -- Principal
Jeffrey Lagerman -- Dean of Students/Athletic Directors
Amy Zartman -- High School Counselor
Jennifer Heitzman -- Middle School Counselor

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REQUEST FOR TRANSCRIPT

Student's Name _____ **Grade** _____

The transcript is the official administrative record of a student. It includes the following: name, address, birth date, social security number, parent name, phone number, grade level, courses completed, current schedule, credits, class rank, GPA, SAT scores, (note- some colleges -ex. Penn State- require official college board scores)

Please check one of the following:

_____ I am requesting an unofficial copy

_____ I already applied online (or by mail or visitation). Please send my official transcript to:

Name of College _____

Address _____

Special notes -- Please hold my transcript until you have the following:

___ -Student essay or writing sample

___ -Teacher recommendation from _____

___ -Teacher recommendation from _____

___ -Counselor recommendation from _____

___ -Other recommendation letter from _____

___ -Other _____

_____ Date _____
(Student signature)

_____ Date _____
(Parent/Guardian signature
required even if student is 18)