

Transcript Request Form

Covenant Life Church Family Schools Program

High School for Credit Program

To request an official transcript for an institution, please complete this form. Requests for transcripts should be made well in advance of the date that the transcript is needed – at **minimum**, please provide 7 business days. Should a recommendation letter be needed, please provide an additional week's notice. **Final grades must be given to and reviewed by the High School reviewer at least one week prior to this form being completed.**

TRANSCRIPTS MAY NOT BE REPRODUCED BY THE PARENT

Name of Student _____ Date of Request _____

Transcripts to be sent to:

1. Name _____
Address _____

Recommendation needed? Yes No

2. Name _____
Address _____

Recommendation needed? Yes No

3. Name _____
Address _____

Recommendation needed? Yes No

4. Name _____
Address _____

Recommendation needed? Yes No

Office Use Only: Date Transcripts Completed and Sent: _____

Forms should be completed and sent to the FSP Office at Covenant Life Church 7501 Muncaster Mill Road, Gaithersburg, MD 20877