

Pompton Lakes High School

Guidance Department

(973) 835-7104

Fax (973) 835-4264

TRANSCRIPT REQUEST FORM

Student's Name

Date

***PLEASE ALLOW 7 BUSINESS DAYS
FOR THE PROCESSING OF TRANSCRIPTS.***

School/Scholarship

Address

City, State & Zip Code

I applied:

- Regular Decision
- Early Decision
- Early Action

Check all that apply:

- Application is included with this request
- Check is included with this request
- I applied online

Please include with my transcript:

Teacher Recommendations:

1. _____

2. _____

___ Counselor Recommendation

___ Counselor/Secondary School Report

___ Essay

___ Activity List/Resume

___ Fee Waiver

___ Other _____

___ PLHS Guidance Department will mail my transcript

STUDENT MUST PROVIDE ENVELOPE & STAMPS

___ Student will mail transcripts

PLEASE NOTE: Sending SAT/ACT scores is the student's responsibility!!