River Mill Academy

Transcript Request Form

Student name:	Date:
Steps to request transcripts for college:	

- 1. Complete the transcript request form (completion of all mailing addresses and deadline dates is **required**)
- 2. If applicable, print and complete **Secondary School Reports** (found on college websites)
- 3. The 1st two transcripts are free. Additional transcripts will be \$3.00. Please include the payment when turning in this form. This fee is not required for Common Application Schools.

DEADLINE: All paperwork must be turned in to your counselor at least 30 days before the application deadline.

Deadline Date	Name of School	Mailing Address	Counselor Rec. Y/N	Common App. Y/N	Sec. School form Y/N