

Endeavor Academy Official Transcript Request Form

- Allow **10 working days** to process official transcripts
- Your **first official transcript** request is **free** then it is **\$5.00 for each additional official transcript** requested; **submit one form per official transcript requested**
- ****Remember, you must submit your transcript request TWO weeks earlier than the application deadline**
- This is your initial request, if you need a final transcript after the last semester/quarter, you will need to submit another request
- Official transcript requests can be **faxed** to **720-886-7288** or emailed to **mmillage3@cherrycreekschools.org**

Students Printed Name: _____

Students ID#: _____

Expected Grad month/year: _____

Transcript Requested:

____ Please send my Official Transcript that includes my State and National ACT and/or SAT scores.

****Some colleges will not accept test scores from Post Grad. To order your scores go to**

www.collegeboard.com or www.actstudent.org**

College/Scholarship Name: _____

Address of College: _____

Attention: _____

Application Deadline: _____ (You will find this on the college's website)

My Signature below authorizes Endeavor Academy to release all records related to the completion of my college application as indicated above.

Student Signature

Date

Cell number (if we have any questions)

FOR OFFICE USE ONLY

Date Received _____

Fee Paid _____

Date Mailed _____