



# Heritage Academy

12215 Walnut Point W., Hagerstown. MD, 21740

## Transcript/Recommendation Request Form

### Transcript Information

Student's Name: \_\_\_\_\_

College Requesting Transcript: \_\_\_\_\_

College Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

College Email: \_\_\_\_\_

College Fax Number: \_\_\_\_\_

Transcript sent to the attention of (whom): \_\_\_\_\_

What is needed: Unofficial Transcript \_\_\_\_\_ Official Transcript \_\_\_\_\_ Report Card \_\_\_\_\_

#### For Office Use Only

Date Received: \_\_\_\_\_

Date Sent: \_\_\_\_\_

Sent Via: FAX    Email    Mail

Staff Initials: \_\_\_\_\_

### Recommendation Letter

College Requesting the Recommendation Letter: \_\_\_\_\_

How does the document need to be sent?    *Mail*    *Email*    *Fax*    (*Be sure to include the necessary information*)

*For us to send the document in the manner is which it is to be sent.)*

Is there a deadline?    *Yes*    *No*    Deadline Date: \_\_\_\_\_

**\*\*Please allow 7 business days to for transcripts or recommendations to be sent. Official Transcripts cannot be sent until the end of each semester.**

**\*\*Please submit this form to the school office or to [ecroteau@heritage-academy.net](mailto:ecroteau@heritage-academy.net).**