

Academic Talent Search  
Transcript Request Form \*

Today's Date: \_\_\_\_\_

Name of Student: \_\_\_\_\_  
(Please include middle initial)

Home Phone Number: (\_\_\_\_) \_\_\_\_\_

Email Address\*\*: \_\_\_\_\_

Student's Date of Birth: \_\_\_\_\_

Date Student Attended ATS: \_\_\_\_\_  
(Approximate Summer(s) is okay)

Mailing Address of where the transcript is to be sent:  
(If it is for a school, please include the school's name and whom it should be made attention to):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

If you are requesting the transcript to be mailed home, please mark one of the following choices:

I would like Official Transcript(s)\*\*\*       I would like Unofficial Transcript(s)

\_\_\_\_\_

Parent Signature

\* You may walk-in or mail (see address below) this completed form to ATS along with the Transcript Request fee. The fee is \$5 per copy, payable by cash or check. Checks should be made out to "Academic Talent Search". Please note: Once we receive your transcript request, it can take up to 2-3 weeks to process.

\*\* Email address will only be used if you need to be contacted by ATS to follow up on your request. Transcripts can NOT be emailed.

\*\*\*If you would like Official Transcripts sent to your home, please be aware that some schools only accept Official Transcripts sent directly to the school. Please check with your school. **Also, Official Transcripts sent to the home are only considered official if the envelope is still sealed when submitted to the school.** Lastly, if you request multiple Official Transcripts to be sent home, they will all be sent in one sealed envelope.