

## SENIOR COLLEGE TRANSCRIPT REQUEST FORM DIRECTIONS

- You must list **every** college you are applying to on a transcript request form
- The transcript form includes submission of transcript, school profile, MHS letters of recommendation (teacher and school counselor), and secondary school report
- Go to <https://www.marbleheadschoools.org/domain/200> to access the senior college transcript request form
- You must download the PDF form to your desktop or files in your Chromebook. Open up the form and complete all fields. Be sure to save the form as "First + Last Name, Date"
- There is a one time \$10 transcript processing fee on MySchoolBucks
- Payments must be submitted & received via MySchoolBucks in order to process your transcript request form. No checks or cash will be accepted
- If you do not have an account, you will need to create one at [www.myschoolbucks.com](http://www.myschoolbucks.com). Once you are signed into your account, go to "School Store > Store Home > Transcript Fees" to submit payment
- **DO NOT EMAIL FORM TO YOUR SCHOOL COUNSELOR.** You must send the completed form to [mhs\\_transcripts@marbleheadschoools.org](mailto:mhs_transcripts@marbleheadschoools.org) for processing
- In email subject line, type your "First + Last Name," attach completed file and send
- Students can submit as many transcript request forms as needed. You can list up to 10 schools for each form
- Transcript request forms **MUST** be submitted to the MHS Transcript email by the deadline dates listed below
- MHS materials will be submitted by the college application deadline

<b>College Admissions Deadline</b>	<b>Counseling Office Deadline</b>
October 15, 2024	September 23, 2024
November 1, 2024	October 11, 2024
November 15, 2024	October 25, 2024
December 1, 2024	November 6, 2024
December 15, 2024	November 20, 2024
January 1, 2025	November 26, 2024
January 15, 2025	December 19, 2024
February 1, 2025	January 10, 2025
February 15, 2025	January 24, 2025
March 1, 2025	February 3, 2025

**\*\*If your college is Rolling Admissions, please allow three (3) weeks for processing\*\***