

### **Transcript Request for College Applications:**

When applying to college, students' official documents must be sent directly from Smoky Hill to students' selected colleges.

Official documents required by colleges can include transcripts, letters of recommendation, counselor documents, etc. (When required, students are responsible for sending SAT and/or ACT scores to colleges from the SAT College Board / ACT websites)

- **Are all your required letters of recommendation uploaded and confirmed by Post Grad?**
- **Are your counselor documents uploaded and confirmed by Post Grad?**
- **Have you submitted your applications to your colleges?**
- **Are you submitting this form with at least 5 business days prior to the college deadlines?**

The fee to send documents to colleges is \$5 per college. (Students who are eligible for free / reduced lunches may receive fee waivers for the first five SHHS transcripts sent)

\*Inquiries to confirm that all required documents are complete, email: [khurst@cherrycreekschools.org](mailto:khurst@cherrycreekschools.org)

\*Inquiries about transcripts other than for college applications, email: [khurst@cherrycreekschools.org](mailto:khurst@cherrycreekschools.org)

\*Completed Transcript Request Forms are submitted via email to: [khurst@cherrycreekschools.org](mailto:khurst@cherrycreekschools.org)

### **IMPORTANT NOTES:**

**\*Transcript Request Forms submitted with *inaccurate information or incomplete documentation* will result in documents not being sent to colleges, and fees will not be refunded. Upon receipt of your transcript request form, Post Grad will reply with a link for you to make payment.**

SHHS Transcript Request Form (must open in Adobe) : ***Attach / Embed FORM HERE***