

## BECAHI TRANSCRIPT REQUEST

*Return Completed Request Form With Payment To The Guidance Office*

**Bethlehem Catholic High School 2133 Madison Avenue Bethlehem, PA 18017**

**Fax: 610-866-9483 Email: [rcompos@becahi.org](mailto:rcompos@becahi.org)**

FEES (per official transcript): **Students \$3/Alumni \$5/** (cash or check payable to Bethlehem Catholic High School)

**FIRST NAME:** \_\_\_\_\_ **LAST** (use maiden, if applicable): \_\_\_\_\_

**PHONE #:** ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_ **YEAR OF GRADUATION:** \_\_\_\_\_

**PLEASE SEND TRANSCRIPT(S) TO:** *I authorize the Guidance Dept. to release my transcript & other supporting information to institutions listed below.*

**Student or Parent/Guardian Signature (if under 18 years of age):** \_\_\_\_\_

STUDENT/ALUMNI USE			OFFICE USE ONLY					
College/University/Institution/ Name*	Common Application*	Coalition Application*	DATE REQUEST RECEIVED	FEE PAID	DATE TRANSCRIPT SENT	METHOD SENT	REQUEST & PAYMENT RECORDED IN NAVIANCE	NOTES
List separately & include campus location, if applicable. Only applicable if institute has multiple campus locations. Other than a Main Campus  <i>*Current seniors- MUST add institution(s) to Naviance Family Connection under "Colleges I'm Applying to" prior to submitting transcript request AND specify the application method in Family Connection Under "Colleges I'm Applying To" list</i>	Only applicable to current seniors using a Common Application <b>(Write YES, if applicable)</b> <i>*If YES, you MUST complete the FERPA waiver &amp; authorization in the Common Application, &amp; then match accounts in Naviance Family Connection prior to submitting transcript request. You MUST also specify the application method in Family Connection Under "Colleges I'm Applying To" list</i>	Only applicable to current seniors using a Coalition Application <b>(Write YES, if applicable)</b> <i>*If YES, you MUST specify the application method in Family Connection Under "Colleges I'm Applying To" list</i>				-Edocs -Coalition -Senededu -Mail -Fax -Email -Hand -Institute Portal (e.g., Penn State, NCAA)		

- Please Allow Up To 2 Weeks (10 school days) From Date Of Submission To Date Of Processing.
- Official Test Scores Must Be Ordered/Sent Through COLLEGE BOARD (SAT, AP, PSAT) or ACT Directly.
- Teacher/Counselor Recommendations Must Be Asked For in Person & Requested Through Naviance. Student Information Form Must Be Provided To Counselor/Teacher At Least 3 Weeks (15 school days) Prior To Earliest Application Deadline Date.
- Mid-term Reports Are Automatically Processed For Common Application. All other Mid-term, 1<sup>st</sup> Quarter, or 3<sup>rd</sup> Quarter Reports Must Be Requested.
- Final Transcript Will Be Sent To Student's Identified Attending Institution & NCAA, if applicable At No Extra Fee Once Transcript is Finalized.
- Please Note Final Transcripts Will Be Held For Students With A Financial Hold or Academic Hold, & May Not Be Released Until Hold Is Satisfied.