

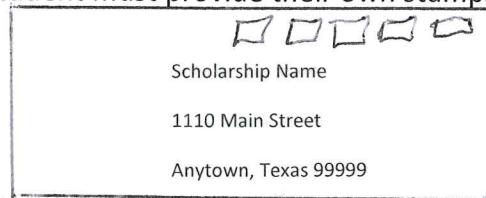
Procedures to Request Transcripts for Scholarships

Fill out the Scholarship Transcript Request form – available either at the Registrar’s Office, Guidance Office or Guidance Webpage. If the student is under 18 years of age, a parent’s signature is required.

All scholarship packets need to be turned in a 9” X 12” envelope.

Is your scholarship being mailed? Yes-go to #1 No-go to #2

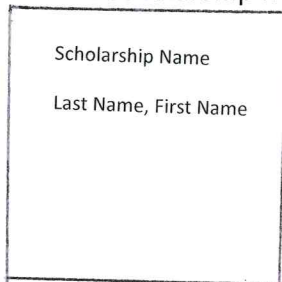
#1 Hold the envelope “landscape” orientation. Do not put your return address on the envelope. An HHHS address label will be attached by the Registrar’s Office. Address to where the scholarship is going to be mailed goes in the middle. Placed four to five “forever” stamps in top right corner. Student must provide their own stamps. See example below.



A diagram of a landscape-oriented envelope. At the top right, there are five rectangular stamps. Below the stamps, the text is centered and reads: "Scholarship Name", "1110 Main Street", and "Anytown, Texas 99999".

Do not seal the envelope. Take your completed scholarship packet and scholarship Transcript Request Form to the Registrar’s Office. The Registrar’s Office will mail the scholarship packet with your official transcript.

#2 Hold the envelope “portrait” orientation, put the name of scholarship across the top. Put your last name, first name below the scholarship name. See example below.



A diagram of a portrait-oriented envelope. The text is centered and reads: "Scholarship Name" on the top line and "Last Name, First Name" on the line below.

Do not seal the envelope. Take your completed scholarship packet and the scholarship Transcript Request Form to the Registrar’s Office. The Registrar’s Office will take the scholarship packet to the Guidance Office for you once the transcript has been printed.

Turn in scholarship Transcript Request Form and completed scholarship packet to the Registrar Office minimum of 7 schools days before scholarship deadline. Transcripts cannot be given directly to the students.

If the scholarship does not require a transcript, follow #2 for labeling the envelope and take your completed scholarship packet to the Guidance Office.