



Official Great Books High School Transcript Request Form

Date: _____

Student's Name:

Student's Address:

Student's Date of Birth: _____

I am requesting a transcript for the year(s) _____ to _____.

The following papers MUST accompany this transcript request form.

I have included the following documents:

1. Official Great Books High School Transcript Request Form (properly filled out).
2. Report cards sent to me from the Great Books Academy (high school only).
3. Report cards sent to me from any high school other than Great Books.
4. Official ACT/SAT scores (if any)
5. Any extra curricula courses taken that you would like on the transcript (*i.e.* music lessons, sports, *etc.*)
6. List of colleges/universities (with addresses) to send my transcript(s).

Mail all of the above documents to:

**Great Books Academy
PO Box 48
Manitou Springs, CO 80829**

I understand it is my responsibility to submit these documents to the Great Books Academy in order for my official high school transcript to be complete. Thank you.

Signature of Parent(s) or Student: _____

Please allow two weeks to process the transcript.

All documents may also be scanned and emailed to GBAMailbox@aol.com or faxed to: 816-220-2727 (Att: Dr. Elisabeth Carmack).

There is no fee for this service from the Great Books Academy. For any questions, please email Dr. Elisabeth Carmack at the email above. Thank you!