

GHS College Placement

# Document Request Form

Date \_\_\_\_\_

First Name \_\_\_\_\_

Last Name \_\_\_\_\_

- Transcript for ADMISSION
- Transcript for SCHOLARSHIP

- Other (Please List)  
\_\_\_\_\_

Name of Scholarship or College \_\_\_\_\_

Address  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Special Instructions \_\_\_\_\_

OFFICE USE ONLY \_\_\_\_\_

Document Sent Date \_\_\_\_\_

- Official Transcript for Admission
- Official Transcript for Scholarship
- Mid-Year Transcript
- Senior year class schedule
- Counselor Recommendation for Scholarship

- Counselor Recommendation for Admissions
- Letter of Recommendation for Scholarship
- Letter of Recommendation for Admissions
- School Profile (Explanation of the grading system etc.)

Unweighted 4.0 GPA Calculation			
Grade	# of Grades	Total	Total Points / # Classes
A	_____ X 4	_____	_____
B	_____ X 3	_____	
C	_____ X 2	_____	
D	_____ X 1	_____	
<b>Total</b>	_____	_____	
	<b>N of Classes</b>	<b>Points</b>	