



**Red Clay Consolidated School District
Cab Calloway School of the Arts
100 N. DuPont Road
Wilmington, DE 19807**

Request for Forwarding of Transcript

To the Parent/Guardian/Student:

In accordance with the provisions of PL 93-380, officials of other schools or school systems in which a student under the age of 18 intends to enroll may be sent a copy of the student's records, providing a parent is notified of the intended transfer of record. You/your student is requesting that a transcript of his/her high school record be sent to the institution named below. Please sign this form, indicating that you have been notified of the intended transfer.

(Signature of Parent/Guardian if student is under the age of 18)

Request for Forwarding of Transcript
(to be completed by the student)

On _____ I submitted an application to: _____

please forward a copy of the following documents to this institution / scholarship program:

We will only include the items you check-off below in your official transcript package:

- Official Transcript ONLY
- SAT/ACT/AP scores, or only send the following tests: _____
- Letter(s) of Recommendation from: _____

Please neatly print the **Undergraduate Admissions Office** mailing address or the address the scholarship application package needs to be mailed to below:

Transcript to be mailed
(4 postage stamps required for current students)

(Printed Name of Student)

Transcript to student/parent

(Graduation Year)

(Application Due Date)

(Student Signature)

(Student's Phone Number)

To the student: Your request for a transcript will not be processed until this form has been completed and returned to the guidance office (**minimum 1 school day required for processing**). Transcripts are processed in the order in which they are requested. Alumni: There is a \$3.00 processing fee for each transcript requested and can be paid by cash, check or money order. Return this form to: CCSA, 100 North DuPont Road, Wilmington, DE 19807, ATTN: Guidance or fax it to (302) 651-2706.

There is NO CHARGE for current CAB students!!!