

Broadfording Christian Academy Home School Program

TRANSCRIPT REQUEST FORM

To request that BCA send an official transcript to an institution, please complete this form and return it to the Home School Coordinator. Requests for transcripts should be made well in advance of the date that the transcript is needed-at minimum, please provide 7 business days. Should a recommendation letter be needed, please provide an additional week's notice.

Name of student _____ Date of request _____

Transcripts to be sent to:

1. Name of institution _____

Address _____

Recommendation letter needed? Yes No
(Please note any specific items that should be included in the recommendation letter.)

2. Name of institution _____

Address _____

Recommendation letter needed? Yes No
(Please note any specific items that should be included in the recommendation letter.)

3. Name of institution _____

Address _____

Recommendation letter needed? Yes No
(Please note any specific items that should be included in the recommendation letter.)

Office Use Only: Date Transcripts Completed and Sent _____