



Transcript Request Form High School Transcripts

Instructions to the student: Your high school transcript is required to complete an application for admission to Cornish College of the Arts. This transcript should be sent directly to the Cornish College Office of Admission by your high school.

If you have attended more than one high school please make sure all course work is recorded on the transcript you have sent. If it is not you should contact the other high school(s) you have attended and request a transcript be sent to us.

We've designed the form to make the process easier for you. Fill-in the information below and give the form to the appropriate staff member at your high school. If you have graduated already you will have to mail or fax this form. **DO NOT** assume handing-in this form is all you have to do! Your school may have its own form you need to complete. Also, it is **YOUR** responsibility, as an applicant to Cornish, to complete your application for admission. Please make sure you follow all the procedures for requesting transcripts at your school and we recommend you follow-up a few days later to make sure the request has been processed and the transcript mailed.

Student Information:

Name: _____

Student ID number (if appropriate): _____

Address: _____

City

State

Zip

Instructions to the School: This student is requesting a transcript for the purpose of applying for admission to Cornish College of the Arts, Seattle, Washington. Please mail an up-to-date copy of his or her high school transcript to:

Cornish College of the Arts
Office of Admission
1000 Lenora Street
Seattle WA 98121

Faxed copies of transcripts are accepted on a temporary basis. All faxed transcripts must be followed by an original copy by mail. Our fax number is 206-720-1011.