

Albertson College of Idaho

PART FIVE

Transcript Request Form

Directions for student

DO NOT return this form to Albertson College yourself. Please fill out this form and turn it in to your high school transcript officer or college registrar. To be considered official, all transcripts must be mailed directly to Albertson College from the issuing institution and may not be hand delivered.

High school students. If you are a high school student who has been taking college courses at your high school or at another college/university we will need a transcript from the credit-granting institution.

Transfer students. If you have been in college less than one year, we will need your high school transcript in addition to your college transcripts.

Home schooled students. Home schooled students with above average standardized test scores (1160 SAT or 25 ACT or higher, with subscore restrictions) will be admitted with a home school transcript. Home schooled students with scores less than 1160 SAT or 25 ACT or subscores less than 500 SAT or 20 ACT will be required to present additional standardized test results, such as the GED. GED scores may be presented in lieu of an official high school record provided the average score is 50 with no subscore below 45.

Transcript request information

Student's Name _____ Student's phone (_____) _____

Student's Address _____

City _____ State _____ Zip _____

Please send a full transcript of my academic record to Albertson College of Idaho. Thank you.

Signature _____ **Date** _____

Send to:

Albertson College
Office of Admission
2112 Cleveland Blvd.
Caldwell, ID 83605