



## Carroll Christian Schools

550 Baltimore Blvd., Westminster, MD 21157

### College Documents Request Form

Name: \_\_\_\_\_

College Planning to Attend: \_\_\_\_\_

College Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

College Email: \_\_\_\_\_

College Fax Number: \_\_\_\_\_

Circle the document(s) you need sent: *Transcript Midyear Report SAT Score ACT Score  
Recommendation Letter*

How does the document need to be sent? *Mail Email Fax*

Is there a deadline? Yes No      Deadline Date: \_\_\_\_\_

***\*\*Please note: CCS will send five transcripts to colleges with no charge. After the 5<sup>th</sup> request, the school will charge \$3.00/document or \$3.25/document when using Parchment.***

CCS utilizes the services of Parchment to expedite documents for colleges. After the 5<sup>th</sup> transcript request, we encourage our students to use this service. Students need to set up an account and request the document(s) needed. Parchment will send the documents and students are able to track and verify when colleges receive the information.