



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 5th 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 5th 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.