

COVER MEMO FOR HIGH SCHOOL TRANSCRIPT



Please complete the top portion and ask your high school counselor/principal to include the Cover Memo with your transcript.

Date _____

Student Full Name _____

Student Home Phone () _____ Student Cell Phone () _____

High School Name _____

High School Address _____

City _____ State _____ Zip _____

For Counselor/Principal, I certify that the above named student:

- is currently attending our high school and is in good standing
- is eligible for application (high school sophomore, junior, or senior)
- has a cumulative GPA of 3.0 or higher (based on a 4.0 grading scale)

Student Cumulative High School GPA since 9th grade _____

Signature of Counselor or Principal _____

Title _____

Counselor/Principal Email Address _____

High School Phone () _____ EXT _____

Counselors may submit the official transcript in one of the following ways:

- Mail to UA Early College, Box 870365, Tuscaloosa, AL, 35487-0365
- Secure email scan to earlycollege@ccs.ua.edu
- Using your electronic transcript provider
- Secure fax to 1-205-348-3165