

# COVER MEMO FOR HIGH SCHOOL TRANSCRIPT



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

Date \_\_\_\_\_

Student Full Name \_\_\_\_\_

Student Home Phone ( ) \_\_\_\_\_ 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 (sophomore, junior, or senior)
- has a cumulative GPA of 3.0 or higher, based on a 4.0 grading scale
- has the ability to handle college-level coursework

Student Cumulative High School GPA since 9th grade \_\_\_\_\_

Signature of Counselor or Principal \_\_\_\_\_

Title \_\_\_\_\_

Counselor/Principal Email Address \_\_\_\_\_

High School Phone ( ) \_\_\_\_\_ EX \_\_\_\_\_

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](mailto:earlycollege@ccs.ua.edu)
- Using your electronic transcript provider
- Secure fax to 1-205-348-3165