

Requesting High School Transcripts and Letters of Recommendation

Freshmen, sophomore, and junior students who need transcripts and/or letters of recommendation for scholarships, academic programs and employment purposes students are required to fill out a non-college transcript request form which can be obtained in the guidance office. **HSAS requires a 10 school day processing time for such requests so documents may be processed in a timely manner and deadlines can be met.**

High School seniors, when applying to college in fall of senior year will follow a set of outlined procedures distributed by the guidance department in spring of the junior year and again in fall of the senior year. College application procedures are updated as necessary and posted on the school website, and through bulletins throughout senior year.