

# HOW TO FILL OUT YOUR FINAL TRANSCRIPT ENVELOPE

leave **BLANK**  
**DO NOT** put anything here

46  
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stamp

**Admissions Office**  
**Name of College/University**  
**Address**  
**City, State Zip**

**YOUR NAME goes on the back! – No Name? Can't Mail**

1. Be sure to leave your envelope(s) in the designated location in the Counseling Office
2. If enclosures are required, place them inside the envelope.
3. Transcripts will be mailed mid July after final report cards and transcripts have been processed.