



WE ARE...
MARSHALL™



TRANSCRIPT AND RECOMMENDATION LETTER REQUEST

Students, please fill out the following information, print out the form, and **take it to your high school counselor**:

Student's Name: _____

Student ID Number (last four digits of your social security number): _____

OCCHS Course(s) you wish to take: _____

Year in High School: Senior Junior

Juniors and Seniors need complete transcripts with GPA indicated and one letter of recommendation from their counselor.

Below the Junior Year:

Below the Junior year, students need: complete transcripts with standardized test scores and GPA indicated and two letters of recommendation, one from their counselor and another from a teacher who is familiar with their academic work.

Counselor:

Please forward the transcripts and letter(s) of recommendation to:

Suzanne Edwards
Marshall University
Technology Outreach Center, Drinko Library 323
1 John Marshall Drive
Huntington, WV 25755

Phone: (304) 696-7084

Fax: (304) 696-3329