



Office of U.S. Senator Claire McCaskill

HIGH SCHOOL TRANSCRIPT COVER SHEET FOR SERVICE ACADEMY APPLICANTS

PART 1 – Student Instructions (to be completed by the applicant)

Please complete the information below in the box labeled “Student” and submit to your Guidance Counselor/Registrar. When finished, the completed form, along with your official high school transcript, should be placed in a sealed envelope signed by a designated school representative. **It is the student’s responsibility to ensure that Senator McCaskill’s St. Louis district office receives this cover sheet on or before the application deadline: October 3, 2016.**

STUDENT – Information to be completed by the applicant: (please print)

Full Name: _____ Date: _____

Name of High School: _____

Expected/Actual Graduation Date: _____

PART 2 – School Instructions (to be completed *only* by a school official)

Please complete the information below in the box labeled “School” and return this cover sheet along with the student’s official high school transcript. Items should be sent together in a sealed envelope signed by a designated school representative and mailed to the following address:

**Office of U.S. Senator Claire McCaskill
ATTN: Service Academy Coordinator
5850 Delmar Boulevard, Suite A
Saint Louis, MO 63112**

SCHOOL – Information to be completed *only* by a school official: (please print)

Un-weighted GPA (using a 4.00 scale): _____ Class Rank: _____ / _____

School Official’s Name: _____ Dept./Office: _____

Phone: (_____) _____ Email: _____

REMINDER: All application materials must be received by or before **October 3, 2016.**
Please contact the Service Academy Coordinator at (314) 367-1364 with questions or concerns.

Thank you for your assistance and cooperation.