

REQUEST FOR HIGH SCHOOL TRANSCRIPT

Transcript requests require at least **two weeks advance notice.**

(If less than two weeks is given, a **\$15 fee** may be charged.)

Date of Request _____ Date Transcript Needed _____

Student's Full Name _____ SS# _____ Grade _____

Student's Date of Birth _____ Parents' Names _____ Daytime Phone _____

Send transcript to: _____

Official transcript

Unofficial transcript

Hold for semester grades (transcript will not be mailed until we have received the semester

grades)

Additional papers to be enclosed with transcript: _____

Office Use Only***Office Use Only*****Office Use Only*****Office Use Only*****Office Us Only*******

_____ **Date Rec'd**

_____ Paperwork/Billing up-to-date

Seal

Enclosures

Copy to File

_____ Date Sent

Notes

Semester Grades