

**HIGH SCHOOL TRANSCRIPT REQUEST FORM**

Please Print:

\_\_\_\_\_ Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Student ID#

\_\_\_\_\_ Date submitted to Guidance Office \_\_\_\_\_ Due Date (if applicable)

\_\_\_\_\_ I am requesting my Official Transcript be mailed to:

\_\_\_\_\_

Name of College/University or Scholarship

\_\_\_\_\_ Address \_\_\_\_\_ City, State, Zip Code

Transcript Request is for:

\_\_\_\_\_ Admissions \_\_\_\_\_ Scholarship \_\_\_\_\_ Final Transcript

\*\*\*Official Transcript requests will be processed within 5-7 days of submission\*\*\*

You must supply 2 postage stamps for each request submitted for mailing.  
**Requests without postage will be returned to you**

\_ I am requesting my Unofficial Transcript. I will pick up in College and Career Office.

\_\_\_\_\_ Fax Unofficial Transcript to \_\_\_\_\_ Fax \_\_\_\_\_

\*Faxed transcripts are UNOFFICIAL\*

OFFICE USE ONLY:

Prepared to Mail Date: \_\_\_\_\_ Processed by: \_\_\_\_\_

Signature \_\_\_\_\_

