

Transcript Request Form

STUDENT'S NAME: _____

DATE: _____

I hereby request that an official transcript be released to following educational institution.

I hereby request that an official transcript be made available **to be picked up** at the HS Office.

I understand that there is no cost for the first 3 transcripts requested; for each additional transcript after the first 3 there is a \$3.00 charge per transcript. I also understand that transcripts will be sent or made available to pick up approximately **one week** after this TRANSCRIPT REQUEST FORM is turned into the High School Office.

I do or do not (circle one) want my SAT/ACT scores sent with my transcript (*SAT/ACT scores are already printed on the transcript unless requested atherwise*).

1.
College or University: _____
To the attention of: _____
Important: without a name to send to, transcripts get lost at the universities requiring multiple to be sent
Street Address: _____
City, State, Zip code: _____
Email: _____ FAX NO. : () _____

2.
College or University: _____
To the attention of: _____
Important: without a name to send to, transcripts get lost at the universities requiring multiple to be sent
Street Address: _____
City, State, Zip code: _____
Email: _____ FAX NO. : () _____

3.
College or University: _____
To the attention of: _____
Important: without a name to send to, transcripts get lost at the universities requiring multiple to be sent
Street Address: _____
City, State, Zip code: _____
Email: _____ FAX NO. : () _____

4.
College or University: _____
To the attention of: _____
Important: without a name to send to, transcripts get lost at the universities requiring multiple to be sent
Street Address: _____
City, State, Zip code: _____
Email: _____ FAX NO. : () _____

Office use only:

Date Sent: _____

Fee Paid? Y / N _____