

Transcript Request Form

Name: _____ UID #: _____

DOB: _____ Grad Year: _____ Phone # _____

OFFICIAL: _____ How many? An official transcript is sealed in an envelope and includes all test scores.

If you would like your Official transcript mailed out please include a self-address, stamped envelope and leave the return address section blank. I will fill that in with the schools address.

UNOFFICIAL: _____ How many?

FINAL: _____ How many? Seniors, this is your final transcript which includes your final grades. It will be printed after graduation and mailed to the college you will be attending in the fall. These will be mailed out mid-June. Please include a stamped, addressed envelope.

What is the reason for the transcript? College Admission Scholarship Other: _____

All transcript requests require 48 hour notice and all debt must be paid before the transcript can be released.

Transcripts may be picked up 48 hours after the request has been submitted.

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