

**NECESSARY INFORMATION TO
REQUEST A TRANSCRIPT**

*ALL REQUESTS MUST BE RECEIVED
IN WRITING, AND YOU MUST BE 18 YEARS OF AGE*

Name of enrollment
Last year of attendance
Birth date

A copy of your current legal photo identification and
The name and address of where the transcript should be mailed.

* If you prefer to pick up the transcript when ready, please include your phone number.
Official transcripts cannot be faxed.

TRANSCRIPT FEES-CASH OR MONEY ORDER ONLY

TRANSCRIPT REQUEST FORM

NAME: _____ DATE: _____

SCHOOL ID: _____ DATE OF BIRTH: _____

PHONE NUMBER: _____ SENIOR YEAR IS: _____
OR
LAST YEAR ATTENDED WAS: _____

TRANSCRIPT SHOULD BE MAILED TO: (NAME AND ADDRESS)

I WOULD LIKE TO PICK UP: (INDICATE HOW MANY)

_____ **OFFICIAL TRANSCRIPTS**
Fee: \$8.00 CASH/MONEY ORDER

_____ **UNOFFICIAL TRANSCRIPTS**
Fee: \$8.00 CASH/MONEY ORDER

Student Signature

**Parent Signature (if student under 18 and needs
an official transcript- parent must sign)**