

REQUEST FOR TRANSCRIPT OF HIGH SCHOOL RECORD

A copy of your official transcript must be sent directly from the high school to a college, vocational school or employer to comply with application procedures. This completed form needs to be returned to the Registrar's office along with a stamped, addressed envelope (stamps needed will be according to size and weight of envelope-usually 2 first class stamps are needed). Please leave the return address BLANK. If there is a deadline for the transcript, please see that the registrar office has this information at least five days before the deadline date so there is enough time to get it there by mail. After five transcripts there is a \$2.00 charge *per transcript*. Transcripts will not be faxed.

If a recommendation is needed to accompany this transcript, please indicate your preference of counselor:

Please send transcript to: (Institution Name, City, State)

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____

DATE: _____

STUDENT NAME (please print): _____

STUDENT SIGNATURE: _____

PARENT SIGNATURE: _____