

TRANSCRIPT REQUEST
(Allow two days for processing)

Date ordered: _____

Student ID #: _____

Name: _____ Birth date: _____ Graduation Year: _____

Indicate number of transcripts or letters needed in each category:

____ Unofficial transcript (for personal use)

____ Official transcript in a sealed envelope
(to be picked up by student or parent)

____ Send official transcript(s) to the following:

If you do NOT wish to have test scores (SAT, ACT, SAT II scores) included/sent with the official transcript, check below:

____ Do NOT include/send test scores with official transcript

Send transcript to:

Send transcript to:

Send transcript to:

Name

Name

Name

Address

Address

Address

City/State/Zip

City/State/Zip

City/State/Zip

Deadline (date)

Deadline (date)

Deadline (date)

Official signature for release: _____

(Parent/guardian, or student if 18 or older)

Seniors are allowed two (2) free transcripts and will be billed \$3.00 for each subsequent transcript. Alumni transcripts are \$3.00 each, to be paid at time of order. Students who are applying to colleges requiring teacher/counselor recommendations or secondary school reports/mid year reports will be billed \$25 for the first three applications and \$10 for each application after three. This fee is designed to cover materials, transcripts, copying, postage, and handling. Billing will occur in June, just prior to graduation.