



# TRANSCRIPT REQUEST FORM

OFFICE USE ONLY:  
Date Received:

Today's Date: \_\_\_\_\_ Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Student Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Student Email: \_\_\_\_\_

Person Requesting Transcript: [ ] Student [ ] Parent Name: \_\_\_\_\_

\_\_\_\_\_ # of Unofficial Transcript(s) requested (Unofficial Transcripts are for personal use only and will not be accepted by colleges, scholarship organizations, or other entities)

\_\_\_\_\_ # of Official Transcript(s) requested (Official Transcripts are stamped, signed & sealed in an envelope for official use; accepted by colleges, scholarship organizations, or other entities and can be mailed directly or included in application packets by student.)

Delivery Method: Check One (Please allow 2 days for delivery)

[ ] Transcripts will be picked up in the Main Office by \_\_\_\_\_  
(Name of student/parent picking up transcripts)

[ ] Please deliver transcripts to student

Purpose for transcript request (please list school or agency that will be receiving transcript):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**\*\*TRANSCRIPT REQUESTS SHOULD BE SUBMITTED AT LEAST 3 DAYS IN ADVANCE OF THE DATE YOU REQUIRE\*\***

OFFICE USE ONLY

## TRANSCRIPT RECEIPT



Student Name: \_\_\_\_\_ Student DOB: \_\_\_\_\_ Grade: \_\_\_\_\_

Completed by: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Your requested transcript is ready for pick-up in the Main Office

\_\_\_\_\_ Your requested transcript is ready for delivery in room: \_\_\_\_\_

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Receipt: \_\_\_\_\_