

**TRANSCRIPT REQUEST FORM**

Official with Test Scores\_\_\_\_\_

Unofficial with Test Scores\_\_\_\_\_

Final\_\_\_\_\_

STUDENT NAME:\_\_\_\_\_ Year Graduated:\_\_\_\_\_

NAME OF COLLEGE OR UNIVERSITY TO WHICH THE TRANSCRIPT IS TO BE SENT:  
\_\_\_\_\_

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***PLEASE CHECK ONE:***

*Mail Now*\_\_\_\_\_

*Wait on Completed Packet*\_\_\_\_\_

*Will Pick Up*\_\_\_\_\_

STUDENT'S SIGNATURE (**Required**):\_\_\_\_\_ Date:\_\_\_\_\_

FEE: \$2.00 for pick-up and \$3.00 for the school to mail. TRANSCRIPT WILL NOT BE SENT UNTIL THE FEE IS PAID.

-----Students: DO NOT WRITE below this line-----

Paid: Yes No \_\_\_\_\_

Date Transcript Mailed:\_\_\_\_\_

Person Receiving Money, Initial\_\_\_\_\_

Date Picked Up:\_\_\_\_\_