

## REQUEST FOR TRANSCRIPT

NOTE: PLEASE ALLOW 48-HOUR PROCESSING TIME ON ALL REQUESTS

Date: \_\_\_\_\_

NAME: \_\_\_\_\_  
Last First Middle

MAIDEN OR ANY OTHER NAME (S) WHILE IN SCHOOL: \_\_\_\_\_

PHONE #: \_\_\_\_\_ ALTERNATE PHONE #: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_

NAME OF HIGH SCHOOL: \_\_\_\_\_ YEAR GRADUATED: \_\_\_\_\_

YEAR OF WITHDRAWAL: \_\_\_\_\_

GRADE AT TIME OF WITHDRAWAL: \_\_\_\_\_ DID YOU COMPLETE THAT GRADE? YES NO

IF YOU NEED ELEMENTARY OR MIDDLE SCHOOL RECORDS, LIST THE SCHOOLS AND THE YEARS THAT YOU ATTENDED EACH:

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

SIGNATURE: \_\_\_\_\_

DO YOU WISH TO HAVE THE RECORDS MAILED? YES NO

GIVE COMPLETE ADDRESS WHERE YOU WISH THIS RECORD TO BE MAILED:

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

Revised 06-13-13

PRE-PAID AMOUNT: \_\_\_\_\_ RECEIPT #: \_\_\_\_\_ OR AMOUNT DUE: \_\_\_\_\_