



Transcript Request Form

There is no charge for the first 3 transcripts per year for currently enrolled students. For all others there is a \$5.00 fee.

Please print all information and bring in or mail this request, with payment, to the school.

Student Name: _____ Date: _____

Dates of Attendance/Year of Graduation: _____

Student Address: _____

Student Phone #: _____

Would you like us to call you when your transcript is ready to pick up? _____

_____ Official Transcript Requested

_____ Unofficial Transcript Requested

Address of place you would like to have official transcript sent if different from above:

Additional instructions or documents needed:

Office use:

Request approved

Signature & Date: _____

Request denied (reason): _____

\$5.00 fee for transcripts _____ (date received)