



**OFFICIAL TRANSCRIPT REQUEST FORM**

Directions to Students and Parents:

Please use this form to request high school transcripts to be sent to colleges.  
(State Universities are sent electronically)

Electronic Transcripts      Free  
Final/End-of-Year Transcripts (hard copy)      Free  
Hard Copy Transcripts      \$3.00

All students on Free/Reduced Lunch will receive two additional hard copy transcripts for free.

Check here if you will pick up your transcript

Student Name \_\_\_\_\_ Student Number \_\_\_\_\_

College #1 \_\_\_\_\_

Address \_\_\_\_\_

College #2 \_\_\_\_\_

Address \_\_\_\_\_

College #3 \_\_\_\_\_

Address \_\_\_\_\_

College #4 \_\_\_\_\_

Address \_\_\_\_\_

Return forms to the **Main Office**

**NOTE: THERE MAY BE A THREE (3) DAY WAIT PERIOD FOR PROCESSING TRANSCRIPTS.**