



TRANSCRIPT REQUEST – CURRENT STUDENT

Please complete this form and return it to the Registrar’s Office.

- **Allow 48 hours processing time for your request.**
- **STUDENT Pickup:** Come back to the Registrar’s office any time between 7:30am – 4:00pm, 2 days after you submit your request. You will get an official transcript in a blank, sealed envelope, ready to mail or turn in.
- **EMAIL:** Only unofficial transcripts may be sent via email.
- **ELECTRONIC SEND:** Only Seniors may have official transcripts sent electronically via Naviance.
- **MAIL:** You must provide a stamped, pre-addressed envelope for each transcript to be mailed.

STUDENT'S NAME (please print): _____
Last Name First Name Middle Initial

Date of request: _____ Date of Birth: ____ / ____ / ____

Student 9-digit ID: 1000 _____ Graduation Year: _____

Student Pickup Electronic Send Email Mailed by Registrar
(ready in 48 hours) (Seniors only from Naviance) (unofficial transcripts only) (include addressed, stamped envelope)

List recipient/purpose for each transcript requested:

(College name, university name, scholarship, summer program, job application, etc...)

- | | | |
|-----|--------------------------------|----------------------------------|
| 1. | <input type="radio"/> official | <input type="radio"/> unofficial |
| 2. | <input type="radio"/> official | <input type="radio"/> unofficial |
| 3. | <input type="radio"/> official | <input type="radio"/> unofficial |
| 4. | <input type="radio"/> official | <input type="radio"/> unofficial |
| 5. | <input type="radio"/> official | <input type="radio"/> unofficial |
| 6. | <input type="radio"/> official | <input type="radio"/> unofficial |
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| 8. | <input type="radio"/> official | <input type="radio"/> unofficial |
| 9. | <input type="radio"/> official | <input type="radio"/> unofficial |
| 10. | <input type="radio"/> official | <input type="radio"/> unofficial |