



**OWOSSO HIGH SCHOOL**  
TRANSCRIPT – EDUCATIONAL RECORDS REQUEST FORM



<b>STUDENT'S INFORMATION</b>
<b>Full Legal Name*:</b> _____
<b>Maiden Name/Other Name:</b> _____
<b>Full Physical Address:</b> _____
<b>Mailing Address: (if different)</b> _____
<b>Phone Number:</b> (_____) _____ - _____ ext# _____
<b>Date of Birth:</b> _____
<b>Year of Graduation/Last Year Attended**:</b> _____
<b>REQUESTED RECORD/S: (Check all that apply and pay fee/s accordingly)</b>
_____ <b>Personal Copy of Transcript = \$5.00</b> _____ <b>Official Sealed Transcript = \$5.00</b> _____ <b>Copies of Full or Partial Student File = \$1.00 per page</b> (explain) _____
<input type="checkbox"/> <b>Send Records to Third Party: (i.e., college, employer, etc)</b> <b>Organization:</b> _____ <b>Street/P.O. Box:</b> _____ <b>City/State/Zip:</b> _____, _____, _____
<b>Total Fee Due: \$</b> _____ <b>(Make check or money orders out to Owosso High School)</b>
<b>Student's Signature:</b> _____ <b>/ Date:</b> _____

\* Proof of identification is required in the form of a driver's license or other government issued ID. Requests submitted by mail must include a photocopy of the same.  
 \*\* Grads from 2009 and earlier submit this form and payment to registrar. Grads from 2010 to current year submit requests through [www.parchment.com](http://www.parchment.com).

**INSTRUCTIONS: Submit (1) completed form, (2) proof of identification and (3) fee to registrar for processing. Allow for 10 business days for processing.**

**SUBMIT FORM, ID & FEE TO:**

**Owosso High School  
765 E. North Street  
Owosso, MI 48867  
Attn: Registrar**

Office Use Only	
Date Request Received:	
Fee Received:	
Date Processed:	