



## TRANSCRIPT REQUEST

Please send an official copy of my High School transcript:

**Please check the following items needed:**

Official high school transcript \_\_\_\_\_

Immunization record \_\_\_\_\_

ACT/SAT test scores \_\_\_\_\_

(If ACT/SAT scores are sent, all test scores will be sent)

\_\_\_\_\_ **SEND TO INSTITUTION BELOW**

\_\_\_\_\_ **RETURN TO STUDENT**

The first transcript requested is free. After the first request, there is a \$3.00 processing fee for each transcript. There is a five to seven day process time.

**PLEASE PRINT**

\_\_\_\_\_  
**Name of Institution**

\_\_\_\_\_  
**Address**

Student Name: \_\_\_\_\_

Date of birth: \_\_\_\_\_

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**