



Transcript Request Form

All transcript requests (**for mailing**) must be submitted to your child's homeroom teacher at least **two weeks** before the transcript due date. If you need to pick up a **sealed transcript** for a school interview, the request must be made at least **three days** in advance of the interview date.

Please include a stamped and addressed envelope. Requests missing this item will be sent back.

Date: _____

Transcript Due Date: _____

Student Name: _____

Parent Signature: _____

Name and address of school where transcript is to be sent:

*A separate form must be filled out for each school to which a transcript must be sent.
Please indicate the transcript due date for clarification.*

For Office Use:

Date Received: _____

Date Sent: _____

Signature: _____