

Creek Wood High School

Transcript Request Form

Transcripts are processed once each week, usually at the end of the week. In accordance with federal regulations, transcript requests for students 18 years old or older must be made by the student.

Transcript requests **WILL NOT** be processed until **AFTER** application for admission to the institution has been submitted. *Date application was / will be submitted to institution: _____

*Student's Legal Name: _____ Maiden Name: _____
(If different from legal)

*Date of Birth: _____ *Year of Graduation (Withdrawal): _____

Contact Phone # or Email Address: _____

*Institution to Receive Transcript: _____

Request for Transcript to be Mailed

Please review the list of institutions on the reverse side of this sheet. If the institution to which you are sending your transcript is listed, we have the mailing address on file. In that case, you need only to provide the name of the institution in the space above. If the name of the institution is not listed, please provide complete mailing information in the spaces below.

☐ Written Request is Attached

Request for Transcript to be Faxed

Please provide the FAX #, and the name of a contact person at the institution.

Request to Pick Up Transcript

☐ Unofficial copy: # of copies _____

☐ Official sealed copy: # of copies _____

Pick Up Date: _____

Additional Notes:

*Signature: _____ Date: _____

OR: Request taken by phone _____ Date: _____

*Required fields must be completed for request to be processed.

For Office Use Only

Processed: _____