

West High School

TRANSCRIPT REQUEST

1. A *3-Day Notice* is required for all transcript requests.
2. There is a fee of **\$3.00** for each transcript and **\$2.00** for each fax* request.
3. **PRINT** all requested information.
*Some colleges may not accept a faxed transcript as an "OFFICIAL" transcript. Please check with the college before requesting a faxed transcript. We can follow a fax with an official copy upon request.

PLEASE SEND A TRANSCRIPT OF THE HIGH SCHOOL RECORD OF:

STUDENT NAME Last

First (Please Print)

Year of Graduation

TO: (Fill out the complete name and address of the College)

All standardized test scores are usually sent with the transcript of grades.
(These scores include the ITED, PLAN, PSAT, ACT, SAT)

Yes, send my test scores with my transcript of grades.

No, do not send my test scores with my transcript of grades.

Student or Parent Signature

For office use only:

Date In _____

Fee Paid _____

Student Copy _____

Date Due _____

Mail Direct _____

Official Copy _____

Date Done _____

Return to _____

Sealed Envelope _____

FAX _____

FAX # _____