

DATE _____

MHSA

TRANSCRIPT REQUEST FORM

NAME: _____

DOB: _____

GRADUATE YEAR: _____

*****ALL TRANSCRIPTS ARE \$5.00EACH FOR ALUMNI**

CURRENT STUDENT MAY RECEIVE 2 TYPES OF TRANSCRIPTS

1. **Official Transcript** (Schools require an official transcript.) – is stamped with the school seal. It is placed in a secure envelope. **If the seal is broken the transcript is NO LONGER OFFICIAL.**

2. **Unofficial Transcripts** – is not stamped with school seal and is placed in an unsealed envelope.

If you want a transcript sent directly to a College/University/Tech School, provide the mailing address in the boxes below.

Official/Unofficial transcripts are **FREE** for current/transferring students.

College name and address city, state, zip Official Check Box Unofficial Check box

College name and address city, state, zip	Official Check Box	Unofficial Check box