

# COUNSELING CENTER

NORTHMONT HIGH SCHOOL  
4916 NATIONAL ROAD  
CLAYTON, OH 45315

PHONE 937.832.6014

FAX 937.832.6038

## REQUEST FOR TRANSCRIPT OF GRADES

1. This form must be completed before a transcript of your grades (*and test scores*) will be sent or given to you.  
Complete one of these forms each time you wish for your grades to be sent.  
*(Be sure that you submit this form for your final grades to be mailed at graduation time!)*
2. If your school or employer has sent a form to be completed by a school official, attach it to this sheet.  
*(In some cases, this could include an application form and/or check.)*
3. It takes **3 TO 5 DAYS TO RECEIVE, MAIL, or FAX this transcript** AFTER this request has been signed and submitted.

4. Indicate type of transcript requested:

- Preliminary transcript - *before* graduation     Final transcript - *after* graduation     Graduation Verification- *letter*

Mail    or     FAX    or     Pickup Transcript

**Year** of graduation or last date attended \_\_\_\_\_ ←

College/Person/Self to Receive Transcript \_\_\_\_\_

Student Name \_\_\_\_\_  
*(include maiden name if married)*

Address *(if being mailed)* \_\_\_\_\_

Student Address *(current)* \_\_\_\_\_

Address *(if needed)* \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone Number \_\_\_\_\_

FAX # \_\_\_\_\_  
*Only needed if your transcript is to be faxed*

Date of Birth \_\_\_\_\_

- Applied **online**  
 Paper application previously **mailed**  
 This application has a **deadline**  
*if yes, de a d l i n e date* \_\_\_\_\_

*I hereby give my permission for my transcript and ACT/SAT test scores to be sent to the above school, college or agency.*

**Student ID#** \_\_\_\_\_ ←

*Signature* ↑

\*\* All fees must be paid if you are requesting a copy for yourself.

DO NOT WRITE BELOW THIS LINE

Request **received** in office:    date \_\_\_\_\_ Time \_\_\_\_\_ am/pm    by \_\_\_\_\_ Fees Paid \_\_\_\_\_

Request **to** counselor:    date \_\_\_\_\_ Time \_\_\_\_\_ am/pm    by \_\_\_\_\_

Transcript **forwarded**:    date \_\_\_\_\_ Time \_\_\_\_\_ am/pm    by \_\_\_\_\_

Included:  \$,  app,  activities,  college prep,  essay,  fin aid app,  profile,  recommend/counselor,  recommend/teach,  resume,  school report,  signature page  transcript

↓ STUDENT LAST NAME, FIRST INITIAL