

TRANSCRIPT REQUEST GUIDELINES

TO REQUEST A TRANSCRIPT:

Students over 18

- ✓ *Must have written request faxed, mailed or brought in to include date of birth, year of graduation, dated and signed.*
- ✓ *Once a student is 18 and is no longer an active student, a parent can't request a transcript without written permission.*

Students under 18

- ✓ *Parent, guardian, or student may request w/o written permission.*
- ✓ *Schools, colleges, social security division, courts, military may request a transcript or proof of student enrollment, but must fax or mail a written request.*
- ✓ *NCAA may request by fax or mail.*

Verification of graduation

- ✓ *Companies must fax or mail a verification request including name at time of graduation, date of birth and graduation year. No graduation information will be verified by phone.*