

Ravenswood High School

Luke Swiney
Principal

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Ravenswood, WV 26164
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Mary Beth Hunt
Assistant Principal

Shelly Updegrave
Counselor

Counseling office (304) 273-2652
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Susan Gerstell
Counselor

TRANSCRIPT REQUEST

I, _____, Social Security Number _____,
Date of Birth _____, Year of Graduation _____, request

Ravenswood High School to release my high school transcript to:

Name of Business or College _____

Address of Business or College _____

This will be an official transcript

If you would like a copy of the transcript sent to you.

This will be an **UNOFFICIAL** transcript.

Please mark how you want this transcript sent to you.

Mailed _____ Mailing Address: _____

Faxed _____ Fax Number: _____

**FEEL FREE TO E-MAIL THIS COMPLETED TRANSCRIPT REQUEST TO THE
COUNSELING OFFICE SECRETARY**

Amy Barton: amy.barton@boe.jack.k12.wv.us