

ALUMNI / GRADUATE STUDENTS OF BEAVERCREEK HIGH SCHOOL TRANSCRIPT RELEASE / DIPLOMA REQUEST FORM

- **COST IS \$2.00 PER TRANSCRIPT AND \$26.00 FOR REPLACEMENT DIPLOMA**
- **CASH, MONEY ORDER, AND CHECK (PAYABLE TO Beaver Creek City Schools) ARE ACCEPTED**
- **YOU CAN EMAIL THE COMPLETED FORM TO MICHELLE.BELLOMY@GOCREEK.ORG OR FAX THE COMPLETED FORM TO 937.429.7623 OR 937.429.7546 AND THEN MAKE VISA, MASTERCARD, OR DISCOVER PAYMENT BY CALLING 937.458.2470 OR 937.458.2468**
- **YOU CAN MAIL COMPLETED FORM AND PAYMENT TO: BEAVERCREEK HIGH SCHOOL
ATTN: MICHELLE BELLOMY – REGISTRAR
2660 DAYTON-XENIA ROAD
BEAVERCREEK, OH 45434**
- **PLEASE ALLOW 7-10 BUSINESS DAYS FOR TRANSCRIPTS TO BE PROCESSED**

<p style="text-align: center;">PRINT FULL NAME (MAIDEN NAME IF APPLICABLE)</p>	
<p style="text-align: center;">DATE OF BIRTH</p>	
<p style="text-align: center;">GRADUATION/WITHDRAWAL YEAR</p>	
<p><input type="checkbox"/> <u>OFFICIAL TRANSCRIPT</u> An official transcript is considered official only <i>if it is delivered directly to the final recipient (college/university/employer/institution/scholarship) in a signed and sealed envelope or transmitted electronically</i> through a secure service.</p>	<p style="text-align: center;">PLEASE INCLUDE: NAME AND ADDRESS, FAX OR EMAIL</p>
<p><input type="checkbox"/> CHECK HERE FOR AN UNOFFICIAL TRANSCRIPT</p>	<p><input type="checkbox"/> Mail to current address</p> <p><input type="checkbox"/> Fax to _____</p> <p><input type="checkbox"/> Email to _____</p> <p><input type="checkbox"/> Pick up</p>
<p style="text-align: center;">ORIGINAL SIGNATURE (REQUIRED)</p>	
<p style="text-align: center;">CURRENT ADDRESS</p>	
<p style="text-align: center;">PHONE NUMBER</p>	
<p><input type="checkbox"/> REPLACEMENT DIPLOMA</p>	<p style="text-align: center;">ALL DIPLOMAS HAVE TO BE ORDERED. PLEASE ALLOW 4 TO 6 WEEKS TO RECEIVE.</p>

Special Instructions/ Notes: