

# CHS Transcript Request Form

Fill out the following form to request your high school transcript. Please allow at least 48 hours for this request to be processed.

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\* Required

1. Email \*

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2. Student First Name: \*

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3. Student Last Name: \*

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4. Maiden Name (if married):

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5. Student Email Address:

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6. Student Phone Number: \*

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7. Student Graduation Year: \*

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8. Student Birth Date: \*

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*Example: January 7, 2019*

9. Please indicate what type(s) of transcripts you are requesting (Copies of current students' transcripts for personal use will not be mailed): \*

*Check all that apply.*

- Electronic Transcript (PDF)
- Official Transcript (Printed, Signed and Sealed)
- Unofficial Transcript (Printed, Not Signed and Sealed)

10. Please list how many copies you need : \*

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11. Who are we sending them to? (School/Organization/Individual Name): \*

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12. Where are we sending them? (Email Address, Mailing Address, or Fax Number):

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