

Willits High School Transcript Request Form

Date: _____ Phone Number: _____ Year of Graduation: _____

Name _____ Student ID # _____
Last First Middle

To request transcripts to be sent to a college or organization, fill out this form and follow the directions. If you are applying to schools on the Common App, your transcript will automatically be sent electronically to all the colleges you have listed on the Common App. as long as you have contacted your counselor and inputted your counselor's contact information. All transcript services are free.

Check the box of the service(s) you are requesting.

☐ I am requesting official transcripts be sent to Non-Common Application schools:

College Name: _____ Address: _____

College Name: _____ Address: _____

College Name: _____ Address: _____

☐ I am requesting an unofficial transcript that I will pick up in the main office at Willits High School.

☐ I am requesting a sealed official transcript to be picked up in the main office at Willits High School.