



# ST. MARY'S HIGH SCHOOL

2501 E. Yampa St.  
Colorado Springs, CO 80909  
PH: 719.635.7540 FAX: 719.471.3490  
[www.smhscs.org](http://www.smhscs.org)

## TRANSCRIPT REQUEST

Today's Date: \_\_\_\_\_

Student Name: \_\_\_\_\_  
Last First Middle Maiden

Date of Birth: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Student Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Year Graduated: \_\_\_\_\_ If you did not graduate, year(s) of attendance at SMHS: \_\_\_\_\_

Signature: \_\_\_\_\_

*All students over age 18 must sign to release transcripts per Family Education Rights and Privacy Act of 1974.*

Mail to: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

1. **Official Transcripts** are sent directly to educational institutions or prospective/current employers only. If a student requests that an official transcript be sent to a home address or wants to pick up the transcript personally, the transcript will be stamped "**Official Transcript Issued to Student in a Sealed Envelope. Void if Seal is Broken.**"
2. Unofficial transcripts can be mailed directly to the student and are stamped "**Unofficial Transcript Only**". These transcripts are recommended for a student's reference only. They do not have an official stamp or seal on the transcript.
3. Official transcripts cannot be faxed. No transcripts can be emailed.
4. SAT, ACT or AP scores are not provided with transcripts. To obtain official scores, please contact the testing agency directly to have scores sent to the educational institution.

Transcript requests are processed within 3 business days of receipt.

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A **\$10 process fee** is due at this time. Please allow 48-72 hours to process this request.

Payment:

☐ Cash

☐ Check# \_\_\_\_\_

☐ Credit Card# \_\_\_\_\_ Exp. Date: \_\_\_\_\_ 3-digit Code: \_\_\_\_\_

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**FOR OFFICE USE ONLY:**

DATE TRANSCRIPT REQUEST PROCESSED: \_\_\_\_\_