

GLOBE UNIFIED SCHOOL DISTRICT #1

Globe High School
460 N. Willow
Globe, AZ 85501

Phone: (928) 402-6106
Fax: (928) 425-8909

REQUEST TO SEND RECORDS

Are you requesting transcripts that are _____ official or _____ unofficial?

Student's Legal Name: _____ DOB: _____/_____/_____

Name used while attending Globe High School: _____

Did you receive a high school diploma? _____ Yes _____ No Graduation year: _____

I, the undersigned, do hereby authorize Globe High School to release the following pertinent information and records:

- Complete transcript of grades
- Immunization records
- AIMS Test Scores
- ACT/SAT Scores
- Special Education placement records (include psychological records)
- 504 Plan

Office use only

- Faxed
- Mailed
- Picked-up

Mail records to:

(Allow 5 working days from the time of receipt of your request to process and mail your official transcript)

School or Individual: _____

Address _____

City _____ State _____ Zip _____

Fax records to _____ (unofficial records only)

Signature Telephone # Date