

# HEBER SPRINGS HIGH SCHOOL

## TRANSCRIPT REQUEST FORM

Beginning July 1, 2012 there will be a \$2.00 processing fee for each transcript of a student who has been out of school for two years or more. Acceptable forms of payment are cash, cashier's check, or money order payable to Heber Springs High School. No personal checks accepted.

**\*\*\*PLEASE PRINT ALL INFORMATION\*\*\***

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|           |       |                |
|-----------|-------|----------------|
| Last Name | First | Middle Initial |
|-----------|-------|----------------|

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List ALL Former Names

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Birth Date

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Date Last Enrolled

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Daytime Phone Number

Name and address of person or institution to receive transcript:

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Name

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Address

---

City , State, Zip

---

Fax Number

---

Signature

---

Date

Mail to: HEBER SPRINGS HIGH SCHOOL  
ATTN: TRANSCRIPT REQUEST  
1100 WEST PINE  
HEBER SPRINGS, AR 72543

For Office Use Only

Processed Date: \_\_\_\_\_ By: \_\_\_\_\_