

NORTHERN LEBANON HIGH SCHOOL TRANSCRIPT REQUEST

High School students requesting a current transcript

Student Name: _____ **DOB:** ____/____/____
Last First MI MM DD YYYY

Anticipated Graduation Year: _____

(Check all that apply)

Please mail an *OFFICIAL COPY of my transcript to:

Name: _____ **Name:** _____
Address: _____ **Address:** _____
Address: _____ **Address:** _____
City: _____ **State:** _____ **City:** _____ **State:** _____
Zip: _____ **Zip:** _____

Please include an *OFFICIAL COPY with other attached counselor documents: _____

Check this box if you have additional documents that you would like to include with your transcript.

Please return an *OFFICIAL COPY to me. # of copies _____

Check this box if you are mailing transcripts or scholarships on your own.

Please return an UNOFFICIAL COPY to me. # of copies _____

Check this box if you simply want an unofficial, paper copy of your transcript.

Send an *END OF YEAR OFFICIAL COPY to: _____

College name

Check this box if you have already been accepted to a college and they are requesting an END OF YEAR transcript.

Additional Instructions: _____

OFFICE USE ONLY

REQUEST RECEIVED: _____

REQUEST PROCESSED: _____

**Only those transcripts stamped and sealed are considered official
If the envelope seal is broken, the transcript is no longer an official document**