

# TRANSCRIPT REQUEST FORM

## MONTOURSVILLE AREA HIGH SCHOOL

Your transcript consists of official administrative data (school demographics, your name, address, birth date, gender, grade level, completed grades 9th-12th, class rank, grade point average, etc). It does not include SAT, ACT, or Advanced Placement scores.

NAME OF STUDENT (at time of enrollment): \_\_\_\_\_

- Current student
- Graduate (enter year of graduation): \_\_\_\_\_

DAYTIME PHONE NUMBER (for graduates only): \_\_\_\_\_

PURPOSE OF TRANSCRIPT:

- College(s) (enter name(s)): \_\_\_\_\_  
\_\_\_\_\_
- Scholarship (enter scholarship name): \_\_\_\_\_
- Self (Unofficial)
- Other: \_\_\_\_\_

METHOD OF DELIVERY:

- Email (Transcripts will be sent to this address): \_\_\_\_\_
- Common Application (Current Students Only)
- Mail (enter mailing address): \_\_\_\_\_  
\_\_\_\_\_
- Other: \_\_\_\_\_

OTHER MATERIALS TO ACCOMPANY TRANSCRIPT:

- Recommendation Letters (name of recommenders): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Other Materials (please specify): \_\_\_\_\_

*By signing below, I certify that I am the student listed above, and hereby grant permission to MAHS for the release of my transcript as requested above.*

(please type name here): \_\_\_\_\_ Date: \_\_\_\_\_

**PLEASE BE ADVISED THAT IT COULD TAKE AT LEAST A WEEK FROM THE TIME A REQUEST IS RECEIVED BY THE HIGH SCHOOL OFFICE UNTIL IT IS PREPARED AND SENT OUT.**