



Minersville Area High School

Transcript Request Form

- You must complete this request form to request a copy of your transcript
- Your signature is required with each transcript request
- You may request to have your transcript faxed, mailed or ready for pick-up
- You may request to have your transcript sent to any post secondary school where you have applied
- If you applied online you must attach proof of online application with request form
- Transcript requests are generally ready for pick-up or mailed within 72 business hours of the date we have received your request
- Your transcript may be delayed if your request is incomplete

Name:	
Address:	
City, State, Zip:	
Telephone:	

Pick up transcript

Fax transcript

Fax to: _____

Attention: _____

Mail Transcript

Applied online

Must attach proof of online application. (When you submit your application online you will receive a confirmation. Please submit a copy of this with the request)

Mailed paper application

Paper application attached

Application fee included

Check #: _____

Please send official transcript to the following address:

Name/Institution:	
Attention/Office of:	
Address:	
City, State, Zip	

Please include letter(s) of recommendation from the following individuals:

Essay(s) to be included (enter number) _____

Include list of activities/awards:

Special Instructions:

Student signature: (required) _____ Date submitted: _____

For office use only:

Faxed: _____	Pick-up: _____	Mailed: _____	Staff initials: _____	Date: _____
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