![C:\Documents and Settings\nicole.cox\Local Settings\Temporary Internet Files\Content.IE5\09M3H3WR\MC900001225[1].wmf]()**Richlands High School**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Official Transcript Request**

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Last Name) (First Name) (Middle Name)

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Address) (Phone Number)

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Date of Birth) (Social Security Number)

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Grade) (Graduation Date or Anticipated Graduation Date)

1. Are you currently enrolled at RHS? Yes No
2. How many copies of your transcript do you need? \_\_\_\_\_\_\_\_\_\_\_
3. Reason for request:

\_\_\_ Employment \_\_\_ Transfer \_\_\_ Other

\_\_\_ Personal \_\_\_ College Application

1. Will you pick up the transcripts? Yes No
2. Does the transcript(s) need to be mailed out by us? Yes No
3. If the transcript(s) needs to be mailed out, please list the name(s) & address(es) below.

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(Signature) (Date)