

Transcript Request Form

Central Linn High School

Please allow **3 to 5 business days** for processing from the time the request is received. CLHS **MUST** have the signature of the student if they are over 18 years old.

Directions:

- 1) Print this form. (Forms are also available in the high school office)
- 2) Fill out form. If you are requesting to receive your transcript in person, only your name is required in the Student Information section.
- 3) Turn form in to the high school office to be processed.
- 4) Form may also be mailed or Faxed to:

Central Linn High School
ATTN: Registrar
32433 Hwy 228
Halsey, OR 97348
Fax (541) 369-3455

I would like: OFFICIAL TRANSCRIPT UNOFFICIAL TRANSCRIPT # OF COPIES: _____

- I would like to receive my transcripts in person.
- I would like my transcripts to be picked up by _____.
- I would like my transcripts sent to an Employer or College.
- I would like my transcripts sent to me.

PLEASE SEND / FAX A COPY OF MY TRANSCRIPT TO:		
Name of Employer or College		
Street Address 1		
Street Address 2	Fax Number ()	Fax Attention To:
City	State	Zip Code

STUDENT INFORMATION:		
Student's Full Name	Graduation Year	
Street Address 1		
Street Address 2		
City	State	Zip Code
Phone Number ()	Date of Birth (00/00/0000)	

Student Signature

Date

FOR OFFICE USE:

REQUEST REC'D BY: _____ DATE REC'D: _____ DATE COMPLETED: _____