

## GHSC Transcript Request Form- Turn in to Cheryl (Office Manager)

Student's Name \_\_\_\_\_ DOB \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_ Unofficial Transcript (Quantity \_\_\_\_\_)

\_\_\_\_ Official Transcript (Quantity \_\_\_\_\_)

### **Transcript Delivery Preference:**

\_\_\_\_ Student will pick up transcript please place in \_\_\_\_\_ box  
Teacher's Name

OR

\_\_\_\_ Student will pick up transcript please place transcripts in Glacier's Family's mailbox  
(Last name \_\_\_\_\_)

OR

### **Mailing Instructions:**

Please mail \_\_\_\_\_ **unofficial/official** transcript to: \_\_\_\_\_  
(how many) (circle one option)

Please mail \_\_\_\_\_ **unofficial/official** transcript to: \_\_\_\_\_  
(how many) (circle one option)

For Office Use Only:

Date request was turned in: \_\_\_\_\_  
Date request was fulfilled: \_\_\_\_\_ initials \_\_\_\_\_

Note: You can also email transcript request to Cheryl Wilhite

[cwilhite@mountainhomecharter.org](mailto:cwilhite@mountainhomecharter.org)

Include in email all information needed to process your request.