

GHSC Transcript Request Form

Submit to Denise Jones (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 the transcript request to Denise Jones at djones@wscsfamily.org. Include in the email all information needed to process your request.