OFFICIAL TRANSCRIPT REQUEST

HIGHLAND HIGH SCHOOL
2166 South 1700 East
Salt Lake City, Utah 84106
Phone: (801) 484-4343 Fax: (801) 481-4922

PLEASE PRINT CLEARLY:

Student #: _____ Date: _____

Grade or Graduation Year: _____ Phone #: _____

Name: _____ Date of Birth: _____
Last **First** **Middle**

Email Address: _____

PURPOSE OF TRANSCRIPT:

- ☐ Admission to college / university
- ☐ Scholarship application
- ☐ Athletic purposes

NUMBER OF TRANSCRIPTS ORDERED: _____

- ☐ Personal use (Official Copy)
- ☐ Personal use (Un-official Copy)
- ☐ Other *: _____

MAIL OFFICIAL TRANSCRIPT TO: ***(If you want to pick up any of these in person do not mark the school in this section mark personal use in the above section. above).***

- ☐ University of Utah
- ☐ Brigham Young University (Provo, Idaho, Hawaii)
- ☐ Weber State University
- ☐ Utah State University
- ☐ Westminster College
- ☐ Salt Lake Community College
- ☐ Utah Valley University
- ☐ Southern Utah University
- ☐ Snow College
- ☐ College of Eastern Utah
- ☐ Dixie State College of Utah
- ☐ LDS Business College
- ☐ Stevens-Henager College
- ☐ Other *

(It is NOT necessary to list the addresses for the Utah colleges/universities listed above.)

*** Other** 1. College/University: _____
Person or Department: _____
Address: _____
City: _____ State: _____ Zip: _____

- ☐ Please include AP scores with transcript.
- ☐ Please include ACT / SAT scores with transcript.

- ✓ All requests must be completed, signed and dated to be processed.
- ✓ Mail your requests to the above address attention Registrar: Michael Gallegos.
- ✓ **PLEASE ALLOW <u>ONE WEEK</u> FOR PROCESSING.**

- ◆ ☐ Will pick up in person (Official transcript in sealed envelope).
- ◆ ☐ Please mail by deadline of: _____
- ◆ ☐ **I have given my counselor additional application forms which needs to accompany this transcript.**

I authorize Highland High School to release a copy of my transcript.

Student Signature: _____ Date: _____

OFFICE USE ONLY:

Received: _____ Processed: _____ Initials: _____

The Salt Lake City School District does not discriminate on the basis of race, color, religion, national origin, sex, age, or disability in admission or access to, or treatment or employment in, its programs and activities.