



Highland High School

2166 South 1700 East
Salt Lake City, UT 84106
phone: 801.484.4343

highland.slcschools.org

OFFICIAL TRANSCRIPT REQUEST IMPORTANT INFORMATION

Please read the following information to help minimize questions and issues related to submitting this form. Thank you for your time. Page 2 of this document is the Official Transcript Request Form.



When completing the Official Transcript Request Form, please note that the following items are **REQUIRED** for us to process your request:

- Grade or Graduation Year
- Name (Last, First and Middle)
- Date of Birth
- Total Number of Transcript(s) Ordered
- Purpose of Transcript
- Identifying the location to send Transcript(s)
- Student Signature (digital / handwritten)
- Signature date

SUBMIT REQUEST BY EMAIL:

At the bottom of the Official Transcript Request Page you will find a 'SUBMIT REQUEST BY EMAIL' button. If you have designated a default email address this will open a new email window with the request form attached for you to send. If for some reason this does not happen, please save the completed form to your computer and use your email as normal, sending the form as an attachment.

If you have further trouble we suggest that you either bring the document to Highland's Registrar Office in person or mail it Attn: Kerry Hardy, Registrar.

THANK YOU AND HAVE A GREAT DAY!

GO RAMS!

The Salt Lake City School District prohibits discrimination based on age, color, disability, gender, gender identity, national origin, pregnancy, race, religion, or sexual orientation.

highland.slcschools.org

OFFICIAL TRANSCRIPT REQUEST

HIGHLAND HIGH SCHOOL

2166 South 1700 East • Salt Lake City, Utah 84106
Phone: (801) 484-4343 ext. 201 • Fax: (801) 481-4922
Kerry.Hardy@slcschools.org

[During the months of June & July please send requests to Audrey.Hall@slcschools.org](mailto:Audrey.Hall@slcschools.org)

PLEASE PRINT CLEARLY:

Student #: _____ Date: _____
Grade or Graduation Year: _____ Phone #: _____
Name: _____ Date of Birth: _____
 Last First Middle

Email Address: _____

PURPOSE OF TRANSCRIPT:

Total Number of Transcripts Ordered: _____

<input type="checkbox"/> Admission to college / university	<input type="checkbox"/> The Dream Act / Deferred Action more info
<input type="checkbox"/> Scholarship Application	<input type="checkbox"/> Personal use (Official Copy)
<input type="checkbox"/> Athletic purposes	<input type="checkbox"/> Personal use (Un-official Copy)
<input type="checkbox"/> Other *: _____	<input type="checkbox"/> Other *: _____

MAIL OFFICIAL TRANSCRIPT TO:

<input type="checkbox"/> University of Utah	<input type="checkbox"/> Salt Lake Community College	<input type="checkbox"/> Dixie State College of Utah
<input type="checkbox"/> Brigham Young University (Provo, Idaho, Hawaii)	<input type="checkbox"/> Utah Valley University	<input type="checkbox"/> LDS Business College
<input type="checkbox"/> Weber State University	<input type="checkbox"/> Southern Utah University	<input type="checkbox"/> Stevens-Henager College
<input type="checkbox"/> Utah State University	<input type="checkbox"/> Snow College	<input type="checkbox"/> Other *
<input type="checkbox"/> Westminster College	<input type="checkbox"/> College of Eastern Utah	

(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 ACT / SAT scores with transcript.

Please Note: AP scores can be ordered from <http://www.collegeboard.org/>

Please include IB Transcript

- All requests must be completed, signed and dated to be processed.
- Mail, Fax, or Email your requests **Attn:** Kerry Hardy, Registrar
- PLEASE ALLOW 1-2 WEEKS 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: _____