

# Montgomery High School Guidance Office

## TRANSCRIPT REQUEST FORM

(Undergraduate & Graduate)

**PLEASE PRINT**

Name \_\_\_\_\_

Maiden Name (if applicable) \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

Zip Code \_\_\_\_\_ Date of Birth \_\_\_\_\_

Phone number \_\_\_\_\_

Email \_\_\_\_\_

**-FOR OFFICE USE ONLY-**

Number of copies required \_\_\_\_\_

Amount Received \_\_\_\_\_

Date Received \_\_\_\_\_

Date Sent \_\_\_\_\_

Faxed \_\_\_\_\_

**Undergraduates** are permitted five transcripts at no charge.

There is a fee of \$2.00 for each copy thereafter.

**Graduate** transcripts are **\$2.00** each

*Any obligations to Montgomery High School (such as Library fees, Book Fines, etc) will delay transcripts and grades until the obligation has been paid.*

**SEND TO: (Please Print)**

Name \_\_\_\_\_

Attn: \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

Zip Code \_\_\_\_\_

Fax Number \_\_\_\_\_

Official \_\_\_\_\_ Unofficial \_\_\_\_\_

**\*\*Please complete a separate form for each request\*\***

*Circle current grade level or indicate graduation date.*

- Currently enrolled  
Grade Level: 9 10 11
- Year Graduated : \_\_\_\_\_

**Indicate College Application  
Or Special Program Official  
Deadline:**

\_\_\_\_\_

Month      Day      Year

I hereby authorize the appropriate officials of Montgomery High School to release an official copy of my transcript. **I understand that it may take up to ten business days to process a transcript.**

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent or Legal Guardian  
(Required for High School students under 18 years of age)

\_\_\_\_\_  
Date