



# The Academy of Tucson High School Transcript Request Form

All sections must be filled out completely. Incomplete forms will be returned to the student making the request.

DATE OF REQUEST: \_\_\_\_\_ DATE NEEDED: \_\_\_\_\_

FULL NAME:	GRADE:	DOB:
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What type of transcript do you need?  OFFICIAL  UNOFFICIAL\*

\*Unofficial transcripts will be sent to your school email as a PDF.

For what reason do you need a transcript (i.e., college admissions, scholarships, etc.)?

Please send my transcript to the following organization(s) and/or institution(s):

1.

INSTITUTION/ORGANIZATION NAME:	
Send Instructions: <input type="checkbox"/> BY MAIL <input type="checkbox"/> ELECTRONICALLY	If electronic, provide email address or link:
If it must be mailed, fill out the information below:	
ADDRESS:	CITY: STATE: ZIP CODE:
PHONE #:	FAX #:

2.

INSTITUTION/ORGANIZATION NAME:	
Send Instructions: <input type="checkbox"/> BY MAIL <input type="checkbox"/> ELECTRONICALLY	If electronic, provide email address or link:
If it must be mailed, fill out the information below:	
ADDRESS:	CITY: STATE: ZIP CODE:
PHONE #:	FAX #:

<b>ADVISER USE ONLY:</b>	
RECEIVED: _____	ENTERED: _____
FAXED: _____	MAILED: _____