

FRANKLIN HIGH SCHOOL OFFICIAL TRANSCRIPT REQUEST

1. This form is for **current students only**.
2. Please complete this form in **black ink** and have it signed by your parent/guardian.
3. Allow **at least** three days for processing this request.
4. **FINAL** Transcripts (with **graduation date**) will be sent by the end of June. **Keep in mind that many colleges do not post final transcripts received until after July 15th.**

Name _____ Date _____

Student ID# _____ Grade _____ Graduation Year _____

- Electronic** (directly to school – **no** 3rd- party service or vendor)
Name of School: _____
e-mail address to send to: _____
& / or upload to: **NCAA** or **NAIA** (must first be registered with either to send)

- For my Counselor to submit electronically** through **Common App** or **Send Edu**
Counselor's last name _____ (not an option for final transcript)

- Mail transcript** directly to the school. (Please provide **complete & accurate** address below)

Name of School _____

Department (Admissions) _____

Address _____

City, State, Zip code _____

- Student or parent/guardian will **pick up** the copy/copies of the transcript. Or designated person:
_____ (photo ID required for pick up)

Total number of transcripts _____ **Current** or **Final** School **Deadline** _____

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I hereby authorize the release of my student's transcripts to the above-named institution or to my child.

Parent/Guardian signature
(Student signature if 18 or over)

Date _____

Two final senior transcripts will be provided for each senior upon request in the months of May or June of graduation year.

Transcripts that have **not been picked up within 30 days** will be destroyed and no refunds or replacements will be issued.