



Sandusky High School

TRANSCRIPT REQUEST

1. Requests for an Official Academic Transcript **MUST BE SIGNED** prior to processing. Requests **WILL NOT BE PROCESSED** if the form is incomplete.
2. Transcripts are processed within two (2) business days.
3. Official Transcripts given directly to a student/alumni are required to be in a sealed envelope.
4. All financial obligations must be satisfied **before** the official transcript is released.
5. ~~A \$5.00 fee for each transcript request is payable by cash or money order prior to processing for all former students. Current students & this year's graduates are exempt from fee.~~

Fee will be effective beginning 2012-2013 School Year.

Submit your request using one of the following options:

1. Bring your signed request to the Guidance Office at Sandusky High School.
2. Fax your signed request to: Transcript Request at 419-624-3349.
3. Mail your signed request to: Sandusky High School, Attn: Transcript Request, 2130 Hayes Avenue, Sandusky, OH 44870-4740.

Questions, please call Guidance Office at 419-625-2617.

FERPA Notice: The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99)

Please PRINT and complete the following information.

Full Name (First, Middle Initial, Last) _____

Maiden or Former Name(s) _____

Daytime Phone Number _____ Alternate Phone Number _____

Home Address _____

Street City State Zip+4

Birth Date _____ - _____ - _____ Processing Fee Included Exempt

Month Day Year

Graduation Year _____ or Withdrew: Month _____ - Year _____

Student's Signature (Mandatory for transcript release) _____

Mail Official Transcript To: (For additional mailing addresses use back of this form)

Name/Organization: _____

Complete Address: _____

City, State, Zip: _____

Office Use Only: Date received _____ Date Processed _____ Processed by _____