

# NEW OXFORD HIGH SCHOOL TRANSCRIPT REQUEST FORM

Transcript will not be held – please hand everything in at one time!

**PLEASE ALLOW 3 DAYS FOR PROCESSING!**

Unless notified, every standardized test score will be sent.

Student Name: \_\_\_\_\_ Year of Graduation \_\_\_\_\_ Date of Birth \_\_\_\_\_

(Please include maiden name)

Phone # \_\_\_\_\_

Cell Phone # \_\_\_\_\_

I would like my transcript sent to:

College/University/Scholarship Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of Student or Relative)

\_\_\_\_\_  
(Relationship)

Recommendation letters attached to your transcript?  Yes  No

If so, who are the letters coming from? \_\_\_\_\_

I have applied online  Yes  No

Application attached?  Yes  No

Application fee attached?  Yes  No

## GUIDANCE USE ONLY

Official Transcript \_\_\_\_\_ Unofficial Transcript \_\_\_\_\_ Hand-Carried \_\_\_\_\_ Mailed \_\_\_\_\_ Edu.doc \_\_\_\_\_

Date Request Received \_\_\_\_\_ by \_\_\_\_\_ Date Transcript Mailed \_\_\_\_\_ by \_\_\_\_\_