

# Vallivue High School Transcript Request

**Please allow at least 48 hours for transcript requests to be processed**

Please **PRINT** the following:

Today's Date: \_\_\_\_\_ Graduation Year: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_\_

Birthdate: \_\_\_\_\_ Other Names: \_\_\_\_\_

Please Check One:

I am requesting a **PERSONAL** transcript of my credits (unsigned, plain paper copy).

*Transcript will be delivered to student.*

I am requesting an **OFFICIAL** Transcript of my credits (signed, sealed and mailed directly from the high school to Colleges/Universities, Scholarships, Employers). **NO EXCEPTIONS**

Mail to: College/University, Scholarship or Employer: \_\_\_\_\_

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

City, State, Zip: \_\_\_\_\_