**Ironwood Ridge High School** **Today’s Date\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Official Transcript cost: $1.00**

 **TRANSCRIPT REQUEST**

***PLEASE ALLOW 24 HOURS FOR COMPLETION OF A TRANSCRIPT REQUEST, IF YOU ARE A PAST GRADUATE YOUR REQUEST MAY TAKE UP TO 48 HOURS TO COMPLETE.***

***Please print clearly:***

*Last Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ First Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DOB\_\_\_\_\_\_\_\_\_\_*

*Maiden Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student ID\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Currently Enrolled? Yes\_\_\_\_\_\_ Grade\_\_\_\_\_\_\_ If No, Last year Enrolled\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Telephone number in case of questions \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Do you want this Official (Sealed envelope)?* ***Cost for an official transcript is $1.00*** *Yes\_\_\_\_\_\_ No\_\_\_\_\_\_*

*Do you want us to mail it to: UA\_\_\_\_\_\_ ASU\_\_\_\_\_\_ NAU\_\_\_\_\_\_ PCC\_\_\_\_\_\_ GCU\_\_\_\_\_\_ OTHER\_\_\_\_\_\_?*

*Check all that apply*

*If Other, Please provide name of School, Address, City, State, Zip Code, use back of page to list more schools*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Or will you pick it up? \_\_\_\_\_\_* ***Transcripts not picked up within 5 days will be destroyed and you will need to request them again.***

*Should we hold for final grades in May? Yes\_\_\_\_\_\_ No\_\_\_\_\_\_*

*Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

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 **OFFICE USE ONLY**

**Date Completed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Completed by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**