TRANSCRIPT REQUEST FORM

For Transcripts BEFORE 2001 – $10.00 fee payable in advance. Cheques should be made payable to the Minister of Finance, mailed to HTHS. Transcripts are normally issued within 6-10 working days after payment is received. You may pick your transcript up or provide us with information on where you need your transcript mailed.

Method of Payment: ☐Cheque ☐Cash ☐Money Order

For Transcripts 2001 TO CURRENT YEAR – files are in the school, no charge. You may pick your transcript up or provide us with information on where you need your transcript mailed.

NAME: (first, middle, last):_____

MAIDEN NAME (if applicable)_____

Current Phone #:_____ Date Of Birth: _____

Parent/Guardian:_____ _____
(mother) (father)

Last School Attended In District 2:_____

☐GRAD Year _____ ☐Adult High School Diploma Path Year _____

☐NON-GRAD Last Grade _____ Year last attended _____

Upgrading: YES_____ NO_____ If Yes Where? _____

Reason for transcript and/or information which may be helpful in locating school records:

_____

_____

Will pick up Transcript ☐ or Mail Transcript to (provide full address):

_____

_____

Person requesting transcript:_____

Date Of Request:_____ Date Required:_____

Office use: Date Completed and Action Taken:_____