

GARFIELD HIGH SCHOOL

FORMER STUDENT TRANSCRIPT REQUEST FORM

Please Complete

Last Name: (former) _____ **First Name:** _____

Graduation Year / Class of : _____ **Birth Date:** _____

Requested By: _____ **Relationship to Student:** _____

Please Complete

Official Final Transcript # of Copies Requested: _____ \$2.00 per request

Unofficial Final Transcript # of Copies Requested: _____

This is a regular copy of your final transcript, it does not include signatures or school stamps.

Check One:

Please call me when my order is ready to pick up at: () _____

Please mail for me in the attached stamped, addressed envelopes.

Transcripts:

An **Official Transcript** comes with the School Profile and has the Counselor's Signature and Official School Seal.

Each **Official Transcript** ordered costs \$2.00 cash – exact change at the time of order.

Please allow three business days for your order to be processed.

Orders not picked up within 3 months will be discarded.

Please let us know how you would like to arrange for pick up of your order by checking the appropriate box and providing your contact information.

As noted above, you will need to provide stamped, addressed envelopes if you want our office to mail them for you.

For High School Records prior to 2004 or a copy of your Diploma, Please contact Student Records at 206 252-0139.

For additional questions, please contact our Counseling Center at the number listed below.

Thank you,

Maria Medina

Secretary, Counseling Center 206 252-2304

Garfield High School 400 23rd Ave Seattle, WA 98122