

Garfield High School

400 23rd Ave Seattle, WA 98122

Official Transcript Request Form Current Student

Last Name: _____ First Name: _____

Birthdate: _____

Phone or Email: _____ (Optional, if you would like to be contacted when transcript is ready to pick up or notified when mailed out)

Grad Year: _____ Will pick up _____ Requesting to be mailed (must provide mailing address below)

Do not fill in grey section - Counseling Staff will complete

Today's Date	Name of College or Scholarship <i>You may receive one free transcript per year</i>	Amount Due	Receipt #	Fines Owed

- Official Transcripts come with the School Profile, Principal's Signature and Official School Seal.
- Order and pick up times are during lunch, break and after school.
- First transcript per academic year is free. Each additional Official Transcript costs \$2.00. Please pay in cash.
- Plan accordingly and allow up to 2 - 5 business days.
- Orders not picked up within 3 months will be discarded.
- Questions, contact the Counseling Office at 206 252-2304

Mailing Address:
