

McGregor High School
Transcript Request Form

Please fill out the fields below. We ask that you print neatly for the sake of legibility. Transcript requests that are illegible, incomplete, or lacking a legitimate signature will be not be processed. The transcript will contain a record of all courses completed and the grades received in those courses, along with class ranking.

Official Student Name: _____

Social Security Number: _____

Current Address: _____

City: _____ State: _____ Zip: _____

Year of Graduation: _____ Contact Phone Number: _____

If you are not a current student or did not graduate from McGregor High School, please provide the last date of your attendance: _____ Date of Birth: _____

Transcript(s) should be processed:

Now Hold for degree posting Hold for current semester grades

Please provide the name of the institution WITH CORRECT ADDRESS to send transcript. Please use a separate form for each request:

Self Pick-up

NAME OF INSTITUTION/INDIVIDUAL: _____

STREET

ADDRESS: _____

CITY, STATE,

ZIP: _____

Student Signature _____

Parent Signature _____

**ANY STUDENT UNDER THE AGE OF 18 MUST ALSO HAVE PARENT
SIGNATURE FOR RELEASE OF EDUCATIONAL RECORDS

Please remit \$1.00 per each transcript requested with this form. All transcript requests may be submitted via mail, fax, or in person.

OFFICE USE ONLY

Date Request Received: _____

Date Transcript Mailed: _____