Farmington High School

20655 Flagstaff Avenue Farmington, MN 55024

Transcript Request Form

To apply for college:

1. Submit completed application directly to the college.

2. Complete this transcript request form and submit to the registrar, Kim Chambers (3rd floor office).

3. If there is a portion of the application that your counselor needs to fill out, bring it to Ms. Chambers with this form. She will get it to the appropriate counselor.

**Please allow 1-2 weeks to process and mail transcript(s).**

**Cost is $5.00 per transcript requested.**

**Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Today’s Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Graduation Year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Please submit my official transcript(s) to:**

1. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **College, School, Scholarship, Employer, etc. College, School, Scholarship, Employer, etc.**

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 **Street Address Street Address**

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 **City, State, Zip Code City, State, Zip Code**

 More on back

Check one/both if applicable.

Check here to request that your counselor fill out the secondary school report through the common application or SendEDU.

 Check here if this is a transcript request for PSEO.

Student Signature: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Parent Signature: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 (If student is under 18)

**I hereby authorize Farmington High School to release my transcript (including classes, grades, GPA, rank, standardized test scores, and college entrance exam scores) to place(s) indicated above.**

For Office Use Only:

Check # **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  Cash **\_\_\_\_\_\_\_\_\_\_\_**

Amount: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Date Mailed: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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 **City, State, Zip Code City, State, Zip Code**

**5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 6. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**7. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 8. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **College, School, Scholarship, Employer, etc. College, School, Scholarship, Employer, etc.**

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 **City, State, Zip Code City, State, Zip Code**