

# Sidney High School Transcript Request Form

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Name of former student (maiden name) \_\_\_\_\_

Birthdate \_\_\_\_\_ Year of graduation \_\_\_\_\_

Phone \_\_\_\_\_ \*Type of transcript requested: (Circle one)    Official    Unofficial

Complete mailing address of where you want the transcript sent: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Former Student

\_\_\_\_\_  
Today's Date

\_\_\_\_\_  
Contact Number (in case we have any questions about this request)

**\* Most colleges or places of employment require an official transcript.**

An **official transcript** must be sent directly from the school counseling office to the college or place of employment. The school counselor signs the transcript, and the official school seal is placed on it.

An **unofficial transcript** can be given to the former student, but it is not signed or sealed; it is stamped "unofficial."