**Request for Official Transcript**

EMAIL (processing time is approximately 3 business days, but may increase during high volume times):

Complete and sign this form.

E-mail : enrollment@uticashaleschool.com

 Official Transcripts will NOT be released with an outstanding financial obligation or financial hold on your record. Please contact Mr. Watson with questions or concerns.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  Year of Graduation:  | Total Fee ($0 each): | Student S.S. Number:  | Date of Birth:  | \* Phone Number: *(please check here*  *if this is an official change):*( ) |
| Student Name:  | Former Name(s):  | E-mail: |
| **\***Street Address *(please check here*  *if this is an official addresschange):* | City  | State  | ZIP Code  |
|  |
| Mail Transcript(s) to: **Copy 1** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_  |

STUDENT SIGNATURE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_