REQUEST FOR OFFICIAL HIGH SCHOOL TRANSCRIPT

PLEASE PRINT

Name: _____
First Middle Last

Previous Name: _____
First Middle Last

Purpose: ___ undergraduate school ___ employment ___scholarship ___transfer ___other

Date of Birth: _____

Graduation Year: _____

Current Address: _____
Street Apartment or Unit Number

_____
Town State Zip Code

Phone Number: _____

MAIL OR FAX A TRANSCRIPT TO:

Address: _____
Name of Institution/Employer

_____
Street Suite Number

_____
Town State Zip Code

Fax Number: _____

Signature: _____ **Date:** _____

Mailing Address:

Dawson County High School
ATTN: Transcript Requests
900 North Merrill Avenue
Glendive, MT 59330

Phone Number: **(406) 377-5265**
FAX Number: **(406) 377-8206**

Transcripts are sent by first class mail. Certain users of transcripts, such as college admissions offices, require that transcripts be mailed directly to them and refuse hand-carried transcripts. Some users require validated envelopes, which we provide if requested initially.

We do NOT fax official transcripts. However, we do fax unofficial copies of academic records for students transferring to another school in the US for admission purposes, in addition to mailing official transcripts.