

## Requests for Transcripts

- Requests for transcripts must be made in writing.
- We ask that you allow ten school days to comply with your written request.
- Written requests must be signed by a parent or legal guardian. Students who are 18 years of age may give written authorization.
- Transcripts are sent directly to the college, university, recruiter, job site, etc. from the guidance office.
- **IMPORTANT—Mid-year and final transcripts are not sent automatically. They must be requested.**

Skowhegan Area High School Guidance Department  
Request for Transcript

I hereby request that the school record of \_\_\_\_\_

date of birth \_\_\_\_\_, year of graduation \_\_\_\_\_ be forwarded to:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Signed: \_\_\_\_\_

\*Authorized signature

\*Student may make authorization if age 18 has been reached, otherwise parent or guardian must sign.