

Marvin Ridge High School

Transcript Request

Use this form only for the following purposes:

- Scholarship Opportunities
- Summer Programs
- Personal Use
- Graduated Last Year or Former Student

Student's Full Name _____

Grade _____ Graduated Last Year? Former Student?

Student's Date of Birth _____ Student ID # _____

E-mail address _____

Official Transcript: _____ Number Requested

Official transcript is signed & sealed

Unofficial Transcript: _____ Number Requested

Unofficial transcript is not signed & sealed

Transcripts are processed within five days. It is the student's responsibility to pick-up their transcript(s) in the School Counseling Office.

Please Note: Beginning with the 2018-19 school year, transcripts requested for colleges and universities are sent electronically through Naviance. From your Naviance Student account you will enter the colleges to which you are applying, request letters of recommendation, and request your transcript. Do not use this form.

All students will receive an unofficial copy of their transcript after each semester.

For Office Use Only:

Date Received _____

Date Processed _____