

Union County Early College High School
School Code: 342687

TRANSCRIPT REQUEST FORM

Students who are graduating this school year are required to pay a one-time transcript fee of \$5.00. Transcripts will be mailed from Union County Early College to colleges, universities and other requested institutions. Allow a minimal of 48 hours to process transcripts. Transcripts for scholarships are always free.

Last Name	First Name	Middle Initial	Graduation Year
Date of Birth	Best Contact Phone Number		Transcript Need By This Date

Send transcript to:
 Institution/Scholarship _____
 Street Address _____
 City/State/Zip _____

Send transcript to:
 Institution/Scholarship _____
 Street Address _____
 City/State/Zip _____

Send transcript to:
 Institution/Scholarship _____
 Street Address _____
 City/State/Zip _____

Number Requested: _____
 Unofficial Transcript
 Official
 Copy of transcript for my records

Student's Signature	Date
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OFFICE USE ONLY

Date Received: _____ Processed By: _____
 Issued to student in sealed envelope. Date: _____
 Mailed to requested location. Date: _____
 Fee Paid Yes No