

Utica High School Transcript Request Form



Your high school transcript is an academic record of the courses you completed in high school, the credit earned for each course and each course's final grade. It also includes information on class rank, standardized test scores, your cumulative grade point average and your date of graduation. Official transcripts bear an official signature and the school seal.

NOTE: Most institutions require transcripts be mailed directly from Utica High School to ensure their authenticity. **Allow 3 – 5 business days for processing.**

Student Information:

Name: _____

Maiden/Other Name(s) (if applicable): _____

Birthdate: _____ Student ID# or SSN (last 4 digits only): _____

Dates of Attendance: _____

Did you Graduate? _____ Graduation Year: _____

Current Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____

I authorize the release of my high school transcript as follows:

Address to Mail Transcript:

Name: _____

Attn: _____

Address: _____

City: _____ State: _____ Zip: _____

or Phone Number to Fax Transcript:

To: _____

Attn: _____

Fax Number: _____

Signature

Date

Transcript Request Forms can be submitted in any of the following ways:

- In person to the Guidance Office at Utica High School
- By email to pcarpenter@northfork.k12.oh.us (June-July by email to gcrain@northfork.k12.oh.us)
- By mail to Utica High School Guidance Office, PO Box 677, Utica, OH 43080
- By fax to (740) 892-2090

Please contact the office at (740) 892-2855 with any questions.