

# 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 [mkwoodard@northfork.k12.oh.us](mailto:mkwoodard@northfork.k12.oh.us) (June-July by email to [dbeaver@northfork.k12.oh.us](mailto:dbeaver@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.