**HOWELL HIGH SCHOOL**

# **Guidance Office**

# **Joan Blair, Secretary**

# **1200 West Grand River Avenue, Howell, MICHIGAN 48843**

# **Phone: 517-540-8313 ext. 5, Fax: 517-548-6210**

### TRANSCRIPT REQUEST FORM

**For all past Howell High School students and current Howell High School students requesting a copy of their Howell High School Transcript, please register with** [**Parchment.com**](https://www.parchment.com/p/user/mytranscript.htm?pkid=%3c14094%3e&hlqp=283)

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**FOR ALL PAST COMMUNITY ED / ADULT ED / NIGHT SCHOOL / RENAISSANCE STUDENTS**, **please submit this Transcript Request Form.**

**DID YOU TAKE YOUR GED?  If so, please submit the** [**GED TRANSCRIPT REQUEST FORM**](http://www.howellschools.com/files/filesystem/GED_request_form.doc) **located on our website.**

TODAY’S DATE:

FIRST NAME: MIDDLE NAME:

LAST NAME:

MAIDEN NAME (Females only. This is your name before you were married.):

ANY *OTHER* NAMES THAT YOU HAVE/HAD:

WHAT WAS YOUR COMPLETE FULL NAME THAT YOU GRADUATED WITH?

BIRTHDATE: HOME/CELL PHONE NUMBER:

**Please indicate the complete NAME (of college or business), ADDRESS, FAX NUMBER or EMAIL ADDRESS of where to send your transcript to:**

Your Signature:

**DID YOU ATTEND COMMUNITY ED / ADULT ED / NIGHT SCHOOL? DID YOU GRADUATE?**

**YES: NO: YES: NO:**

**DID YOU ATTEND RENAISSANCE ALTERNATIVE HIGH SCHOOL? DID YOU GRADUATE? YEAR?**

**YES: NO: YES: NO:**

All transcript requests must be in writing from the individual themselves. If student is over age 18, they must request the information themselves. If student is under age 18, parent/guardian may request the information. To VERIFY GRADUATION a company or college must fax completed request w/ signed release. OFFICIAL copies are to be given to a company or college only. UNOFFICIAL copies can be given to individuals themselves. Once the request is received by the Howell High School Guidance Office, there is a minimum 5 business day turn-around time for records. *During peak time periods (especially beginning and ending of school year) turn-around time will be much longer.* Please do not submit requests more than once. Howell High School DOES NOT have copies of actual diplomas.

REQUESTS WILL NOT BE PROCESSED UNTIL ALL INFORMATION LISTED ABOVE IS RECEIVED.