

HOWELL HIGH SCHOOL
Counseling Office
Sandy Patritto, Secretary
1200 West Grand River Avenue, Howell, MICHIGAN 48843
Phone: 517-234-6379, Fax: 517-234-6379 or 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



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 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?

YES: _____ NO: _____

DID YOU GRADUATE?

YES: _____ NO: _____

DID YOU ATTEND RENAISSANCE ALTERNATIVE HIGH SCHOOL?

YES: _____ NO: _____

DID YOU GRADUATE?

YES: _____ NO: _____

YEAR?

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.