



# Whitney High School

## Request for Transcript



PO Box 518, Whitney, Tx. 76692 phone:254-694-3457 fax:254-694-4206  
<http://www.whitney.k12.tx.us/>

Date: \_\_\_\_\_

Name of Student: \_\_\_\_\_  
First M.I. Last name while in attendance at WHS

Date of birth: \_\_\_\_\_ Phone: (    ) \_\_\_\_\_

Year of Graduation: \_\_\_\_\_  I attended WHS ***but did not*** graduate.  
 Last year of attendance: \_\_\_\_\_

**Cost:** (Make checks payable to WHS. Credit cards will not be accepted)

**If Mailed**

-\$3.00 per transcript - former students

**If Picked Up**

-\$1.00 per transcript-current students (after 1<sup>st</sup> copy)

-\$2.00 per transcript-former students

**No Charge – Current Students Only - Electronic Submission or Mailed to College**

**Number and type of transcript requested:**

**Total enclosed: \$ \_\_\_\_\_**

\_\_\_\_\_ Official Transcript (sealed; to be opened by recipient only)

\_\_\_\_\_ Unofficial Transcript (not sealed)

**Send transcript(s) to:** (Name and address of college/organization)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

I will pick up transcript:      Date: \_\_\_\_\_      Time: \_\_\_\_\_

***If the student or grad is 18 or over, he/she must give (written) permission for anyone else to pick up the transcript.***

***Please write permission statement below designating who is to pick up the transcript.***

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Signature:** \_\_\_\_\_

*For office use only: Staff Signature* \_\_\_\_\_

Date transcript sent: \_\_\_\_\_ Picked up \_\_\_\_\_

Paid:  Cash \$ \_\_\_\_\_  Check # \_\_\_\_\_