

Official Transcript Request Form
East Knox High School-Guidance Office

PLEASE NOTE: There is not a fee for a transcript as long as you are a current student of East Knox High School or a recent graduate **UNLESS** you request more than 5 transcripts. After the 5th transcript request, you will be asked to pay a \$1.00 fee for each additional transcript. If you are no longer a student at East Knox, a \$1.00 transcript fee will be charged.

- ☐ A maximum of **two** transcripts may be requested per form.
- ☐ No transcript is sent automatically. You must request, **in writing with signature**, each time you want a transcript sent.
- ☐ You can obtain transcript request forms from ekschools.com

Mailing Instructions:

- ☐ Hold my request for final grades this term.
- ☐ Release my transcript immediately
- ☐ Final Transcript Request (Graduates only)
- ☐ Date of Graduation_____

_____ Total number of copies requested (maximum #2). Please print addresses below.

Please send my official
transcript to:

Please send my official
transcript to:

FULL NAME (please print)_____

MAIDEN NAME (If applicable) _____ DATE OF BIRTH:_____

RESIDENCE PHONE_____ CELL PHONE:_____

SIGNATURE_____ DATE:_____

MAIL THIS FORM TO: East Knox High School Guidance Office, 23227 Coshocton Road, Howard, OH 43028

If questions, call 740-599-7000 ext. 2004

OR FAX FORM TO: 740-599-6815 (Attention Guidance Office)

For Office Use Only

Date Request Received:_____

Date Transcript Mailed:_____

Fee Required: Yes No

Fee Paid: Yes No