

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. **If you are no longer a student at East Knox, a \$1.00 transcript fee will be charged for each transcript requested.**

- 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 [www.ekschools.org](http://www.ekschools.org)

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

For Office Use Only

Date Request Received: \_\_\_\_\_

Date Transcript Mailed: \_\_\_\_\_

Fee Required: Yes No

Fee Paid: Yes No